

**Subject:** Request to Attend 2025 HBA Annual Conference

Dear [Supervisor’s Name],

I’d like to request your support to attend the 2025 HBA Annual Conference, taking place 29 September – 1 October in Las Vegas, NV at the Fontainebleau hotel. This annual gathering of global leaders across the healthcare ecosystem is centered around HBA’s vision, “Creating Healthcare Business Leaders for Life**.”** This vision carries a dual meaning: it reflects the need to support leadership development across every stage of a professional journey while also highlighting the enduring role of healthcare leadership in driving improvements in health and well-being across lifespans and systems.

The conference offers a unique blend of formats and learning experiences that directly align with both my professional development goals and our organization’s strategic priorities:

**How this supports my growth as a leader:**

* **Leadership Unplugged** (a pre-conference experience) provides space to pause and engage in deep development on a choice of topics – AI and organizational intelligence and presenting with impact.
* **Wellness Summit** is a half-day, sponsored pre-conference experience (no additional cost) focused on mental, physical, and team wellbeing—providing strategies for sustaining performance and resilience in the workplace
* **Leadership Strategy Breakout Sessions** offer interactive workshops that guide participants through real-time reflection and planning around a targeted skill, such as influence, emotional intelligence, or strategic decision-making.
* **Empowerment Zone Micro Sessions** are 30-minute, power-packed sessions focused on personal branding for various career stages, including how to apply AI tools to elevate visibility and increase productivity.
* **HBA Talks** provide authentic, 3–5 minute leadership stories from across the industry—sharing defining moments, mentorship lessons, and practices that inspire and connect.

**How this brings value to our organization:**

* **Insights Breakout Sessions** focus on timely trends, business strategies, and leadership behaviors that directly align with the direction of our industry and the evolving needs of our teams and clients.
* **Keynotes** offer big-picture insights from top global healthcare and life sciences leaders—sparking ideas that can inform how we adapt and grow.
* **HBA Think Tank: Financial Solutions Summit**, an additional pre-conference experience offers a research-based, growth-oriented experience designed to help participants develop financial acumen across all career stages—an essential skill for aligning strategy and driving results in any healthcare function.
* I will bring back actionable insights, relevant frameworks, and peer-driven best practices that can be shared across our team to inform planning, execution, and leadership development.

**Anticipated Costs for Attendance**

Registration Fees:

* $1,650 (€1,557) for Members and Employees of Corporate Partners
* $1,899 (€1,787) for Non-Members (includes 1-year membership)
* $250 for HBA Think Tank Financial Solutions Summit
* $350 for Leadership Unplugged (pre-conference experience)

Travel: [fill in expected expenses]

Hotel: $294/night + $45 resort fee, per person, per day

Meals: Breakfast and lunch are included in registration. [Add anticipated dinner expenses.]

Total: [Calculate total.]

This conference represents a meaningful investment in my leadership development and will equip me with tools, knowledge, and inspiration I can apply immediately. I’m confident it will strengthen both my personal impact and the broader value I bring to our team. I’d be happy to share key takeaways following the event through a brief recap or team discussion.

Thank you for your consideration.

Best regards,  
[Your Name]