To:

From:

Re: **2025 IQA (Insurance Quality Assurance) Conference**

I would like to attend the 2023 IQA Conference, to be held March 17-20, 2025, in Nashville, Tennessee. The opportunities available at this conference can ensure that we are getting the most from our Athenium solution. I can learn firsthand about new ideas and best practices in the industry, and—more importantly—I can bring this knowledge back to our organization.

Athenium provides QA solutions to over 33 of the top 100 P&C Carriers in the U.S. and many other top Global carriers. Attendees from across the P&C industry access IQA’s unique focus on P&C quality assurance, audit best practices and solution tips and tricks that will prove useful for our specific projects. This year offers multiple in-person opportunities to network, collaborate, and share ideas with both experts and peers.

Conference attendees can choose tracts that best fit our area of focus and attend training, including user presentations, interactive workshops, and chances to meet one-on-one with Athenium subject matter experts.

With Athenium delivering more powerful QA solutions and capabilities every year, I need to know how we can leverage its capabilities to make the most of our resources and stay ahead of the digital curve. While the topics covered at the conference are applicable to many areas of our organization, these three projects in particular would benefit from my attendance:

I'm looking at ways to reduce expenses through discounted registration, special hotel rates, ride-sharing, and meals (most meals are actually included in the conference rate!). Here's an approximate breakdown of conference costs:

Registration:

Airfare:

Transportation: (round-trip taxi from airport to hotel)

Hotel: three nights at Renaissance Nashville Hotel - $299 per night + taxes & fees

Meals: Breakfast & Lunch and one dinner are included in the conference rate Tuesday & Wednesday

Total:

If I attend, it would be my priority to explore practical topics and share what I learn with my colleagues. I plan to submit a postconference summary, including a set of recommended actions to further our work. I would also be happy to share what I learn with other staff members and departments.

Thank you for your consideration in this matter. I look forward to your reply.