

Dear <Supervisor’s Name>:

I would like to participate in the 2022 OSAP Dental Infection Control Boot CampTM, held in Atlanta, GA, from January 24 – 26, 2022, at the Crowne Plaza Atlanta Perimeter at Ravinia.

The 2022 OSAP Dental Infection Control Boot CampTM is a fast-paced, foundational level educational course presented by national and international experts in dental infection prevention and patient safety. The course curriculum is based on the [CDC Guidelines for Infection Control in Dental Health-Care Settings-2003](https://www.cdc.gov/mmwr/PDF/rr/rr5217.pdf), the [2016 Summary of Infection Prevention Practices in Dental Settings: Basic Expectations for Safe Care](https://www.cdc.gov/oralhealth/infectioncontrol/pdf/safe-care2.pdf), and [OSHA Bloodborne Pathogens Standard (1910.1030)](https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030). This year, due to the COVID-19 pandemic, course content will also cover interim guidance and any related regulations.

Registration provides me with:

* 22+ hours of live educational sessions
* Access to 22+ hours of on-demand session recordings for 60 days (starting February 14)
* One copy of *OSHA & CDC Guidelines: OSAP Interact Training System – 6th Edition* workbook ($175 value)
* Checklists and tools
* Round table topic sessions
* Networking opportunities with board members, speakers, participants, and vendors
* Vendor fair and lunch on Tuesday, January 25
* 22+ hours of live CE and/or self-study CE

The health and safety of all participants is top priority for OSAP. As the COVID-19 situation continues to change, OSAP’s health and safety policy will evolve to meet the current science and evidence-based guidance. The most up-to-date information can be found here: [www.osap.org/2022-boot-camp](http://www.osap.org/2022-boot-camp).

After reviewing the course materials, I have identified several educational sessions that will allow me to gain knowledge and understanding about how we can improve our internal processes related to patient and provider infection control and safety. The presentations are facilitated by scientific experts and oral health colleagues who have faced similar challenges and are directly applicable to my work. I specifically chose these presentations because they directly relate to <insert issue your facility is currently dealing with>.

* <insert the session title and description>
* <insert the session title and description >
* <insert the session title and description >

I am seeking financial support for the registration fee for the conference. If I register by Monday, November 29, I will be able to take advantage of the early-bird rate of $425 (OSAP Member)/$625 (Non-Member).

The group room rate for the hotel is $184.00 plus taxes (currently at 8% occupancy tax and 8% sales tax) per night for single/double occupancy (and $204 plus tax for triple/quadruple occupancy). A Per Diem rate is available for government employees as well. Government employees will need to show their government ID at check-in with the front desk. If an attendee cannot provide their government ID, the rate will be changed to the group rate.

The opportunity for me to develop valuable contacts and gain knowledge in specific areas of my job makes my attendance a wise investment. Please consider my attendance. I’ll be glad to provide any additional information that you need to make a sound decision.

Sincerely,

<your name>