

January 2026

To Whom It May Concern,

The National Association for Public Health Statistics and Information Systems (NAPHSIS) hosts an annual meeting that brings together vital records and health statistics professionals from every jurisdiction's health department in the United States. This annual event is the only comprehensive conference for government workers in this industry. The 2026 Annual Meeting will occur June 29 - July 1 at the Sheraton Grand Chicago Riverwalk Hotel.

This meeting allows attendees to connect and learn from vital records and public health peers that can't be found anywhere else. These connections extend beyond the three-day conference into daily job functions and future project planning. Attendees can participate in professional development sessions and peer-led discussions and give input on the strategic direction of the vital records and health statistics community, setting national standards, strategizing around federal contracts, and more. Additionally, sessions are structured to expand attendees' knowledge and assist in finding solutions to problems and showcasing innovations across the industry.

Besides vital records and health statistics peers, the Annual Meeting also brings together representatives from federal, corporate, and public health partner organizations, allowing attendees to learn beyond their specific field and glean from innovations being provided in other domains.

This once-a-year opportunity to strengthen the network of vital records and health statistics professionals supports and improves the many processes required to gather and report accurate health data in a secure and streamlined manner.

Sincerely,

Shae R Sutton, PhD  
Executive Director

[Your Name]  
[Your Title]  
[Your Jurisdiction / Organization]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Supervisor's Name]  
[Supervisor's Title]  
[Your Jurisdiction / Organization]  
[Your Address]  
[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to seek your support in attending the NAPHSIS Annual Meeting for Public Health and Vital Records Staff, taking place June 29 - July 1 in Chicago, IL. This event is organized by the National Association for Public Health Statistics and Information Systems (NAPHSIS), a renowned organization dedicated to advancing public health through collecting, analyzing, and distributing vital records data.

As a member of our public health and vital records team, attending this meeting is a valuable opportunity to further my professional development and contribute to our organization's goals. The purpose of this letter is to outline the reasons why attending this event is not only beneficial for me but also for our department and the larger organization:

**Professional Development:** The NAPHSIS Annual Meeting is an exceptional platform for professional growth. It offers a wide range of educational programming and training sessions that cover the latest trends, best practices, and innovations in vital records and public health statistics. These insights will help me stay updated with the most current developments in our field.

**Networking Opportunities:** The event provides a unique opportunity to establish and nurture relationships with vital records and health statistics professionals from health department jurisdictions in the United States. These connections can prove invaluable in sharing knowledge, exchanging ideas, and fostering collaboration. Such networks can lead to improved data sharing, which is a critical aspect of our work.

**National Advocacy and Technical Assistance:** NAPHSIS is at the forefront of national advocacy for vital records and public health statistics. Attending this event will allow me to better understand the current national landscape and the challenges we face. It will also provide insights into how our department can benefit from the resources and technical assistance that NAPHSIS offers.

**Enhancing Our Impact:** By participating in this conference, I will have the opportunity to learn about best practices and innovative strategies for improving our data collection, analysis, and dissemination processes. Implementing these insights will help our department enhance its overall efficiency and effectiveness in serving our community.

**Contributing to the organization:** The knowledge and skills acquired during the Annual Meeting can be shared with our team upon my return. This knowledge will benefit my

professional growth, contribute to the department's success, and improve our overall service delivery.

I am committed to ensuring minimal disruption during my absence and will make every effort to catch up on any missed work. I will also prepare a report summarizing key takeaways and recommendations from the conference, which I will present to our team upon my return.

I request your approval for my attendance at the NAPHSIS Annual Meeting. The insights and connections I gain from this event will be invaluable to our department's ongoing success and advancing our vital records work.

Thank you for considering my request. I look forward to discussing this further and addressing any questions or concerns you may have. Your support in this matter would be greatly appreciated.

Sincerely,

[Your Name]

## ABOUT NAPHSIS

The National Association for Public Health Statistics and Information Systems (NAPHSIS) is the national nonprofit organization representing the state vital records and public health statistics offices in the United States. Formed in 1933, NAPHSIS brings together more than 500 public health professionals from each state, the five territories, New York City, and the District of Columbia.

On behalf of its membership, NAPHSIS and its partners educate policymakers about the importance of vital records and infrastructure modernization in order to secure continued federal investment in these priorities. NAPHSIS also provides technical assistance and training, educational programs, and access to resources that assist in vital records and health statistics management.

## ANNUAL MEETING SESSION TOPICS

There will be a variety of sessions offered throughout the Annual Meeting, with specialized trainings offered on Wednesday afternoon.

### Sunday, June 28

- PHAB VRHS Accreditation Training, Presented by Public Health Accreditation Board (PHAB)
- New Leader Training

### Monday, June 29

- Opening Keynote
- Concurrent Sessions
  - Systems & Interoperability
  - Operations
  - Data & Statistics
  - Educational Partner Sessions
- Exhibits Expo
- Award Ceremony

### Tuesday, June 30

- Concurrent Sessions
  - Operations improvements
  - Systems implementation
  - Open forums
  - Statistics and data use
- Exhibits Expo

### Wednesday, July 1

- Concurrent Sessions
  - Digital identity foundations
  - Roundtable discussions
  - Digital issuance
- Closing Keynote

## THE INVESTMENT

The value of being a member of NAPHSIS, as well as attending its annual meeting, is something that has always been well worth the investment. Today, participation is more important than ever as the landscape of vital records has extensively changed in the past few years. In addition to receiving the most resourceful education, attendees will benefit by exchanging ideas on issues impacting vital records, networking with key vendors, and hearing from inspirational speakers.

NAPHSIS has negotiated a fair and competitive hotel rate for the Annual Meeting to ensure affordability and value for our attendees. This rate was secured through market analysis and comparison with similar industry events, balancing cost-effectiveness with the convenience and quality necessary for a successful meeting experience.

This year's meeting registration includes five refreshment breaks and two evening networking events. The specific values for meals and incidental expenses (M&IE) determined by the General Services Administration (GSA) are published at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

## COST OF ATTENDANCE

<b><u>Expense</u></b>	_____	_____
<b>Full Registration</b>		
3-Nights Hotel at \$234, plus tax per night (single/double rate, tax is subject to change)	\$234/day	\$702
<b>Transportation</b>		
Flight	[\$varies]	[\$varies]
Ground Transportation		
<b>Meals and Incidental Expenses</b>		
GSA Per Diem at \$92 per day	\$92/day	\$276
	_____	

**\$xxxx.xx + transportation**

## ENDORSEMENT

When I return from the meeting, I will be prepared to share new ideas, strategies, and resources I learned about. This information will help in providing tools and resources to improve our work in our jurisdiction.

I am sure you will agree that my attendance at this national meeting is a valuable use of my time and will benefit the jurisdiction and our community. Thank you for your consideration.

Sincerely,

[Your Name]

## WAYS TO GAIN SUPPORT

To increase your chances of getting approval, you can take the following steps:

1. **Research the Conference:** Gather information about the conference, such as its agenda, speakers, and topics. Highlight how the conference is directly relevant to your job responsibilities and the organization's goals.
2. **Create a Detailed Proposal:** Draft a comprehensive proposal that outlines the conference details, including dates, location, and costs. Include a clear agenda of the sessions you plan to attend and how they will benefit your role.
3. **Cost-Benefit Analysis:** Explain the costs associated with attending the conference, including registration fees, travel, accommodation, and meals. Then, demonstrate how the knowledge and skills gained will benefit the company. Compare this with the potential return on investment.
4. **Showcase Learning Objectives:** Clearly state your learning objectives for the conference. Explain how the knowledge and skills you acquire will be applied to improve your job performance and contribute to the organization's success.
5. **Highlight Networking Opportunities:** Emphasize the potential for networking at the conference. Explain how connecting with industry peers and experts can lead to valuable collaborations or partnerships that benefit the company.
6. **Propose a Budget:** Present a well-thought-out budget that covers all expenses. Be prepared to discuss cost-saving measures, such as sharing accommodations with colleagues or booking flights in advance.
7. **Demonstrate Your Commitment:** Convey your dedication to your professional development and how attending this conference aligns with your career goals. This can help show your supervisor that you're invested in your own growth.
8. **Offer to Share Knowledge:** Suggest that you will create a summary report or presentation to share the key takeaways with colleagues upon your return. This demonstrates your willingness to bring value back to the organization.
9. **Consider Alternate Funding Sources:** Research if there are any departmental or company funds available for professional development, and ask if your supervisor can assist in securing such funds.
10. **Provide a Backup Plan:** Address any concerns your supervisor may have about your absence from work during the conference. Offer a plan for handling your responsibilities while you're away, such as delegating tasks to a colleague or temporarily adjusting your workload.
11. **Timing and Availability:** Ensure that your proposed conference dates do not coincide with critical projects or events at the company. Show how attending the conference will not negatively impact ongoing work.

12. **Request an In-Person Meeting:** Schedule a face-to-face meeting with your supervisor to discuss your proposal. This allows you to address any questions or concerns directly and make a compelling case.
13. **Be Open to Negotiation:** Be prepared for potential compromises. Your supervisor may agree to partial funding or suggest alternative conferences that are more aligned with your objectives and the company's needs.
14. **Follow Up:** After the conference, provide a post-event report highlighting the knowledge gained, connections made, and the impact on your work. This demonstrates accountability and the value of your attendance.

Remember that your approach should be professional and well-prepared. Tailoring your proposal to your supervisor's priorities and the organization's needs will increase your chances of obtaining approval to attend the conference.