



CELEBRATING 50 YEARS OF ADVANCING THE ADDICTION PROFESSION
NAADAC 2022
Annual Conference
& 50th Anniversary Celebration
October 7 - 12, 2022 | Indianapolis, IN

Pre-Conference: October 7
Conference: October 8-10
Post-Conference: October 11-12
Exhibits: October 7-9

TO: [SUPERVISOR NAME]

FROM: [YOUR NAME]

DATE: [INSERT DATE]

SUBJECT: Approval Request for NAADAC 2022 Annual Conference & 50th Anniversary Celebration

Dear [SUPERVISOR]:

I would like to attend the NAADAC 2022 Annual Conference & 50th Anniversary Celebration at the JW Marriott Indianapolis in Indianapolis, IN, from October 7 - 12, 2022.

NAADAC, the Association for Addiction Professionals, is the largest membership association for addiction professionals in the country and provides high quality education and training on important topics presented by experts in the field.

The NAADAC 2022 Annual Conference & 50th Anniversary Celebration will feature seven keynote sessions, over 60 breakout sessions in ten different subject tracks, a live Q&A with NAADAC and NCC AP leadership, a panel discussion on the Peer Recovery Movement, poster presentations, and networking opportunities. The conference will also feature pre- and post-conference sessions, including a two-day Department of Transportation Substance Abuse Professional (SAP) qualification/requalification course. You can learn more about the conference and view the full schedule at www.naadac.org/annualconference.

Here's how my job and our organization would benefit from my attendance at #NAADAC2022:

- **I'll learn from the experts.** The plenary and breakout sessions at #NAADAC2022 will be presented by nationally recognized trainers and cover essential topics for addiction professionals. I will be able to develop my skills and learn new tools and evidence-based best practices that I can directly apply to my position.
- **I will receive the CEs I need for my credentials.** #NAADAC2022 provides the opportunity for me to earn up to 45 CEs through six days of education, training, networking, and capacity-building with thought leaders in the addiction profession. NAADAC CEs are approved by the many organizations and boards. NAADAC CE approval information can be found at www.naadac.org/naadac-ce-approvals.
- **I'll get inspired.** #NAADAC2022 speakers and attendees are not only brilliant professionals but are also inspirational in their passion for making long-term positive impacts. Previous NAADAC Annual Conference attendees overwhelmingly express appreciation for the skills and lessons they learned and the inspiration they gained from speakers and fellow attendees at past conferences.



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- **I'll learn from industry leaders.** Experts and leading academics, practitioners, and clinicians from across the country and the globe will presenting and in the audience – ready for me to connect with! I will be able to exchange ideas and get solutions to the challenges facing the addiction profession and the clients we serve.

The knowledge and skills I will acquire will be immediately applicable to my current role, including [INSERT SKILLS AND SUBJECT AREAS THAT WILL BE HELPFUL FOR YOUR CURRENT ROLE]

The cost to attend the conference will be the registration fee, travel expenses, hotel, a meal per diem, and parking. The total cost for the conference is [INSERT TOTAL COST]. The detailed cost breakdown is as follows:

- Conference Fee:
- Additional Pre/Post Conference Session(s):
- Airfare/mileage:
- Transportation to and from hotel:
- Hotel:
- Meals:
- Total:

Thank you for considering supporting my attendance at this important conference. I am confident you will see this as a worthwhile investment. It is an opportunity for me to learn from industry leaders, network, enhance my skill set, and develop new skills all at once. I hope to discuss this with you next week.

Sincerely,

[INSERT YOUR NAME]