

Subject: Justification for Attending the CSTE Annual Conference 2025 - Enhancing My Contribution to Public Health

Dear [Manager's Name],

I am writing to request approval to attend the Council of State and Territorial Epidemiologists (CSTE) Annual Conference, taking place from June 8 -12, 2025, in Grand Rapids, Michigan.

This conference is a premier event for applied epidemiologists and public health professionals. and I believe my attendance would significantly benefit our team and the organization as a whole.

Why the CSTE Annual Conference is particularly relevant to my work:

- **Focus on Applied Epidemiology:** CSTE's mission is to *advance the field of applied epidemiology to maximize health*, and its vision is *thriving and healthy people and communities everywhere*. The CSTE conference is specifically designed for professionals working in state, Tribal, local, and territorial public health departments. This focus on practical, applied epidemiology aligns with my daily responsibilities in [mention specific projects or responsibilities].
- **Real-World Applications and Best Practices:** CSTE emphasizes the translation of epidemiological data into actionable public health interventions. Attending this conference will allow me to stay abreast of current best practices and emerging trends directly applicable to our work on [mention specific projects or responsibilities]. For example, I am particularly interested in the sessions on [mention 1-2 specific sessions related to your work, e.g., "data modernization," or "applied epidemiology workforce"].
- **Skill Development and Training:** The conference provides opportunities for workshops and training sessions focused on practical skills relevant to public health data, outbreak investigation, and other critical topics. This will allow me to enhance my abilities in [mention specific skills, e.g., "data visualization, "analyzing syndromic surveillance data"], which I can then apply to improve the efficiency and effectiveness of our projects.
- **Networking and Collaboration with Applied Epidemiologists Nationwide:** Attending the CSTE conference will provide invaluable networking opportunities with leading experts and professionals from across the country. This will allow me to establish connections and learn from others' experiences, potentially leading to collaborations and partnerships that can benefit our organization. The CSTE

conference is the only annual public health conference focused specifically on the needs of applied epidemiologists.

- **Addressing Current Public Health Priorities:** CSTE addresses critical public health priorities, including outbreaks, non-communicable diseases, data modernization, workforce issues, and other applied epidemiology needs. This conference will provide me with insights and strategies to address these challenges within our own community.
- **Improving [Specific Project/Program]:** Specifically, the information gained from the CSTE conference will be directly applicable to [mention a specific project or program and how the conference will benefit it]. For instance, by learning more about [specific skill/topic], I can improve our ability to [specific outcome], such as improving the speed of our outbreak response or enhancing the accuracy of our data reporting.

Benefits to the Organization:

- My enhanced skills and knowledge will translate into more effective and efficient public health programs.
- The connections I make at the conference can lead to collaborations and partnerships that benefit our organization.
- Staying current with best practices will ensure that our programs are evidence-based and aligned with the latest scientific advancements in applied epidemiology.
- CSTE's conference registration is at a price point that provides best value to our organization while maximizing opportunities to learn and connect during conference workshops and sessions.

Estimated Costs:

- Conference Registration: \$[Amount]
- Travel (Airfare/Mileage): \$[Amount]
- Accommodation: \$[Amount]
- Meals: \$[Amount]
- Total Estimated Cost: \$[Total Amount]

I am confident that the knowledge and skills I gain from attending the CSTE Annual Conference will significantly enhance my ability to contribute to our organization's public

health mission. I am prepared to provide a detailed report of my key takeaways and recommendations upon my return.

Thank you for your consideration.

Sincerely,

[Your Name] [Your Title]