**To:**

**From:**

**CC:**

**Date:** September 1, 2025

**Re:** Staff Improvement / Professional Development Opportunity   
Soft Network Users Group Annual Conference | SNUG 2026

As a company, we are always seeking ways to maximize the value of our investments across all areas. With this in mind, I would like to propose a cost-effective conference taking place in April next year. This event will provide valuable opportunities for the < name of your department / facility > to enhance its use of SCC Soft Computer information systems and optimize our laboratory information system (LIS).

SNUG 2026 - the Soft Network Users Group’s 32nd Annual Conference in Clearwater, Florida, **April 12-16.**

In addition to the free SoftReports half-day workshop on Sunday, the conference will offer more than **40** technical sessions presented by SCC users and staff, with topics covering multiple technical tracks, including LIS Admin, General Laboratory, Blood Bank/Transfusion Services, AP+ Genetics, Quality Control, Professional Development, and product-specific topics.

A hands-on lab runs throughout the week, providing the opportunity for me to meet with members of SCC’s programming and product development teams to discuss our specific product and environment questions.

A vendor expo will feature SCC add-ons and third-party programs, presenting an opportunity for me to discuss these products with their representatives and explore new ways to boost < your department’s > efficiency.

There are three presentation rooms where technical sessions, round-table discussions, panel/focus group presentations, product showcases, and workshops run throughout the day, of which the following are of particular relevance to < name of your department and/or facility >:

* < List the titles of sessions that will provide the greatest benefit to your department and/or facility.  A complete and updated list of sessions will also be posted on the SNUG website ([www.snuginconline.org](http://www.snuginconline.org/)) >

***Fixed costs:***

* **Registration Fee:** $600  
  (Includes sessions, breakfast, lunch, snacks, and SCC’s Annual Client Appreciation Banquet on Wednesday evening.)
* **Hotel Rate:** $299 per night **plus tax**  
  (Best available price in the area; located at the conference venue.)

**Note:** This special hotel rate expires at **5:00 p.m. EDT on March 13, 2026**.

***Summary of benefits for < your facility/department >:***

The sessions will provide me with more knowledge of < list specific topics >.

This knowledge will enable me to handle < list a particular project or issue > with more professionalism and confidence, which will reflect favorably on < your facility/department >.  I will be able to pass on much of this information to my coworkers, and my notes and copy of the presentation and handouts will be available for reference.

I hope that you will consider making this investment, not only in my professional development, but also in enhancing < name of your department/facility>’s usage of SCC’s clinical information systems and < insert something else you expect to gain, (e.g., establishing a community of practice for our department/facility) > as well.

Sincerely,

< Your Name >   
< Your Title >