



Quick Email Template (Copy + Send)

Subject: Request to Attend BCoD 2026 Conference

I'd like to request approval to attend the BCoD 2026 Conference, November 6–8 in Fort Lauderdale, which is designed specifically for biologic coordinators and dermatology access teams.

Attending would allow me to strengthen my skills and bring back practical insights, resources, and strategies to improve our workflows, support access to therapy, and increase overall efficiency.

You can view the event details and agenda here: bcofdermatology.com/bcod-conference

The \$49 registration fee offers exceptional value, including comprehensive education, networking with peers and industry leaders, meals, and on-demand access to session materials for continued reference.

To make my participation possible, I'd appreciate support in one or more of the following areas:

- Approval to be out of the office for professional development on November 6, 2026
- Registration fee (\$49)
- Travel (flight to/from Florida or parking, approx. \$60/day if driving)
- Hotel accommodations (approx. \$250/night)
- Transportation to/from the airport

*Members who book by October 2 will receive a discounted rate of \$205 + tax per night (regular rate \$275) for up to 3 nights. A credit card is required to reserve your room; the discounted rate will be applied at hotel checkout.

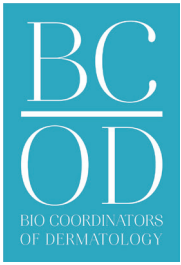
Benefits to our team:

- Gain access to new tools and resources to improve workflows
- Learn strategies to reduce delays in prior authorizations and denials
- Identify opportunities to streamline daily operations
- Build connections with industry leaders to support faster approvals

I'm committed to sharing key takeaways with the team and applying what I learn to support our office's goals.

Thank you for considering!

Thanks,
[Your Name]



Teams / Slack Message

Hi [Manager Name], quick question. Would you be open to me attending the BCoD Conference in November? It's very relevant to my role, and I think I could bring back some helpful insights to improve our workflows and processes.

Happy to share more details if you're open to it!

In-Person / Conversation Starter

"I came across a conference specifically for biologic coordinators, and a lot of the sessions focus on things we deal with every day—like prior authorizations, denials, and workflow improvements. I think it could be really valuable for our team. Would you be open to me attending?"