AOA AOSA | OPTOMETRY'S MEETING®

PHOENIX, ARIZONA
JUNE 17-20, 2026

Subject Line: Requesting approval to attend the 2026 Optometry's Meeting® conference

Body:

Hi (Boss Name),

I am writing to seek your approval to attend the 2026 Optometry's Meeting® conference, organized by the American Optometric Association (AOA), June 17-20, in Phoenix.

As you know, we prioritize having well-trained paraoptometrics, and this annual conference offers a valuable opportunity for continuing education and networking with fellow optometric professionals. It's a chance to learn, connect, and exchange cutting-edge innovations and best practices.

Here are two significant advantages of my attendance at this event:

- As a [certified, if applicable] paraoptometric, it's essential for me to lead by example and continually enhance my skills. Attending this conference will allow me to learn from some of the most innovative leaders in the field, enabling me to apply their insights, strategies and best practices to our initiatives at [Practice Name].

- I will also have the chance to meet with members of the AOA's Paraoptometric Resource Committee, the Commission on Paraoptometric Certification (CPC) Committee and AOA Education Center staff. These groups support the initiatives of paraoptometrics and contribute to the advancement of optometry. This will allow me to collect answers to questions about education or certification and provide these groups with feedback. In turn, allowing me to train and inform my colleagues, providing us a deeper insight into the importance of paraoptometry and the field of optometry.

The total expenses for attending this conference are as follows:

- **Airfare:** Approximately [$XXX] for travel from [Your city] to Phoenix.
- **Accommodation:** About [$XXX USD] for [x] nights at the conference hotel (the AOA's special rate starts at $XXX USD per night, plus taxes and fees)
- **Registration:** The cost for this 4-day conference, which includes access to CPC-approved and AOA CE Hours approved continuing education courses, conference sessions, networking events and meals (breakfast, lunch & some evening fare) is $XXX USD (early bird rate); regular ticket pricing is $XXX USD as of [Date].

Thank you for considering my request. I am more than willing to provide any further information or address any concerns you may have. I look forward to your favorable response and the opportunity to attend Optometry's Meeting®.

[Sender]

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2026 Optometry's Meeting Overview

- **Completed Courses and Earned Credit**
  - List of courses completed
  - Total credits earned
  - Key takeaways from each course
- **Networking Events Attended**
  - Names and dates of events
  - Key individuals or organizations met
  - Notable discussions or outcomes
- **Contacts**
  - List of new contacts made
  - Contact details (name, organization, role, email/phone)
  - Notes on follow-up actions
- **Insights/Feedback**
  - Personal insights gained from the meeting
  - Feedback from peers or mentors
  - Suggestions for future improvements
- **Next Steps**
  - Actions to take based on the meeting
  - Goals for implementing new knowledge or contacts
    - Timeline for follow-up activities

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2026 Optometry's Meeting Overview

- **Completed Courses and Earned Credit**
  - Course Title:
    - Credit:
    - Notes:
- **Networking Events Attended**
  - Event Name & Date:
    - Individual or Organization:
    - Discussion:
- **Contacts**
  - Contact Name:
    - Contact Details:
    - Follow Up:
- **Insights/Feedback**
  - Personal Insight:
    - (xxx)
  - Peer/Mentor Feedback:
    - (xxx)
  - Suggestions:
    - (xxx)
- **Next Steps**
  - Actions to take:
    - (xxx)
  - Goals:
    - (xxx)
  - Timeline:
    - (xxx)