Request for participation in training at IBA Dosimetry, International Competence Center [ICC]

From:

To:

Subject: Request for approval of attendance at a training course at IBA Dosimetry, Germany

The ICC is IBA Dosimetry’s training facility and offers a simulated clinical environment. It is the only training center of dosimetric industry fully equipped with LINAC and workstations for VMAT planning and delivery worldwide outside a hospital (outside the US). The presentations are held by renowned international lecturers who are experts in their field. Course content and hands-on activities are specifically designed for the audience (physicians, physicists, dosimetrists, therapists). Ample time is given for discussions between lecturers and students and amongst the students in a highly professional field. IBA grants participants learning success by offering an exclusive environment and small groups with a maximum number of 12 participants. This course is CME-certified.

My reasoning for joining this training is the following (choose one or more):

- The qualifications and reputation of the speaker(s)
- Small groups
- Practical exercises with innovative equipment
- Continuing education credits (Number of Points for Physician___/Physicist___)
- Standards or legal requirements
- Positive resonance from colleagues
- This course is necessary to help me to optimize the following working tasks (e.g. commissioning and planning ____________________________)
- Estimated simplified work (days) __________
- Other: ________________________________(Please explain)

Below you find a rough cost estimate for visiting this training:

- Airfare: €
- Transportation (Airport - Hotel - Airport): €
- Hotel: (X nights at €XXX) €
- Meals: (X days at €X XX) €
- Registration fee: € [current price to be updated]

Total: €

Thank you for considering this request. I look forward to your reply.

Best Regards,