

Letter to Manager for nurses wishing to attend the AAACN Annual Conference

< **Date** >

Dear < **supervisor's name** >,

I would like to attend the American Academy of Ambulatory Care Nursing (AAACN) 2019 Annual Conference, May 8-11 in Palm Springs, CA. This is the only conference tailored specifically to ambulatory care and telehealth nurses. The conference will enable me to attend a number of education sessions that are directly applicable to my work and will allow me to network with a variety of ambulatory care nurses and colleagues from around the world. Many of the presentations are tailored to the < **your practice area** > practice area and give information on how to < **list benefits to your responsibilities** >. I am seeking sponsorship for the registration fee, travel expenses to the conference, and hotel expenses during the conference. A detailed cost breakdown is included below.

After reviewing the conference brochure, I have identified a number of education sessions which will allow me to gain knowledge and understanding about how we can improve our processes and enhance patient care. The presentations are facilitated by nationally known speakers presenting the latest information on topics pertinent to ambulatory care and telehealth nursing practice. I chose each of these presentations because it is directly related to an issue we are dealing with currently. Getting the information in a seminar format will greatly reduce the research time and costs the < **your organization's name** > would normally incur in researching the topics. Incidentally, I have only listed some of the seminars that I will attend.

< **Insert the session descriptions which most apply to your responsibilities.** >

< **The numbers in brackets below will need to be adjusted to reflect the current pricing. All registration fees are listed in the brochure or at www.aaacn.org. The travel costs vary as well and should be changed to reflect your costs.** >

The full price conference fee is < **\$559 member/\$719 nonmember** >, but can be reduced \$60 by registering before the Early Bird deadline (3/26/2019).

< **Insert your travel cost numbers in here** >

Here is the breakdown of conference costs:

Roundtrip Airfare: < **\$xxxx** >

Transportation: < **\$xxxx** >

Hotel: < **\$xxxx** >

Meals: < **\$xxxx** >

Conference Fee: < **\$xxxx** >

The total costs associated with attending this conference are: < **\$xxxx** >.

The opportunity for me to develop better contacts and gain knowledge in specific areas of < **your profession** > makes my attendance at the AAACN Annual Conference a wise investment, which will yield rich dividends for < **name of your organization** >.

Sincerely,

< **your name here** >