



Getting Employer Support to Attend ASPMN®'s 29th National Conference

The four days of the ASPMN® 29th National Conference will be the most cost-effective professional development choice you can make all year. You will experience a full year of benefits in the form of new and greater knowledge that you can apply directly to patient care.

Use this letter below to assist you in gaining support from your supervisor. Feel free to customize it however you would like.

Here are more tips on getting employer support for attending the ASPMN® 29th National Conference:

- Offer to prepare and deliver a short presentation and Q&A to your colleagues to share what you have learned. This way others on your unit will get the benefits of your attendance too.
- Share the program guide and speaker handouts with your colleagues. As an attendee, you have unlimited access to materials provided by speakers.
- Explain what you plan to get out of attending and how that will benefit your position at work, organization and patients.
- If your hospital has or is trying to obtain Magnet status, remind your supervisor that demonstrating staff participation in continuing education is vital to securing and keeping that status.
- Be ready with a plan and a schedule that show who will cover for you while you are attending the conference.
- Offer to share a room to reduce hotel expenses.
- Elaborate on what you plan to get out of attending and how that will benefit your job.

[date]

Dear [your supervisor's name]:

To help provide [your facility] and our patients with the most current professional nursing knowledge and skills in pain management nursing, I would like to attend the American Society for Pain Management Nursing (ASPMN®) 29th National Conference on September 18-21, 2019 in Portland, Oregon. The theme this year is "*Bridging the Gaps in Pain Management.*" This conference offers pre-conference workshops, concurrent sessions, paper presentations and panel discussions, several poster abstracts and general sessions that address all aspects of pain management nursing.

The following are some of the sessions that would be of particular relevance:

[List sessions that will provide the greatest benefit to your facility.]

Costs

[List transportation costs, registration fee, meals, and the price per night of the hotel room.]

Summary of Benefits

Attending the ASPMN® 29th National Conference will enhance my nursing knowledge and skills, which will enable me to provide better care for my patients. I will be able to pass on much of what I learn to my colleagues on the unit, and my notes and copy of the speaker presentations will be available for reference. Thank for your consideration of this request.

Sincerely,

[your name]