



## Getting Employer Support to Attend ASPMN®'s 21<sup>st</sup> National Conference

The four days of the ASPMN® 2011 National Conference will be the most cost-effective professional development choice you have 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® 2011 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 Magnet Status.
- Be ready with a plan that shows 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.
- Create a schedule to show the people who will cover your tasks while you're away.

**[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<sup>®</sup>) in conjunction with the International Nurses Society on Addictions (IntNSA) 2011 National Conference "Management of Pain & Addictions: Broadening Our Perspectives" September 7-10, 2011 in Tucson, Arizona. This conference offers eight pre-conference workshops, 36 concurrent sessions, paper presentations and panel discussions, approximately 20 poster abstracts, and seven general sessions that address all aspects of pain management nursing. A program guide will be provided to all meeting registrants and can be shared after the event with my colleagues who did not attend the conference.

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

**[List sessions that will provide the greatest benefit to your facility. You will find the session titles in the [online brochure](#).]**

**Costs**

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

**Summary of Benefits**

Attending the ASPMN<sup>®</sup> 2011 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]**