



31st National Conference

September 29-October 2, 2021 Hyatt Regency Hill Country Resort & Spa • San Antonio, TX



## Getting Employer Support to Attend ASPMN®'s 31<sup>st</sup> National Conference

The three days of the ASPMN® 31<sup>st</sup> 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 the letter below to assist you in gaining support from your supervisor to assist with funding to attend this conference. Feel free to customize it however you would like. Here are more tips on getting employer support for attending the ASPMN® 31<sup>st</sup> 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 and you don't even need to leave your house to do this.
- 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.
- Elaborate on what you plan to get out of attending and how that will benefit your job.
- All sessions, with additional content that won't be presented during the in-person event, will be available for you as recordings after the in-person conference as an additional resource.

[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®) 31<sup>st</sup> National Conference on September 29 – October 2, 2021. The theme this year is “*Celebrating Our Past & Looking Forward to Our Future.*” This conference offers workshops, concurrent sessions, paper presentations and panel discussions, poster abstracts and general sessions that address all aspects of pain management nursing that are applicable to any nurse. Every nurse is a pain care nurse and the session levels range from novice to expert. Attendance at the ASPMN National Conference is a great opportunity for every nurse to stay up to date on cutting-edge on pain management.

#### **Costs**

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

#### **Summary of Benefits**

Attending the ASPMN® 31<sup>st</sup> 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,

Sincerely,

[your name]