

Instructions:

Below you will find an example of a letter requesting permission to attend AANA 2017, including key takeaways and benefits to the organization. Please copy and paste it into Word. Carefully read through to customize the language and details.

[Date]

[Supervisor's name]

[Title]

[Company name]

[Postal Address]

[City, State, Zip]

Dear **[SUPERVISOR]**,

I respectfully request permission to attend the AANA Annual Congress (sponsored by the American Association of Nurse Anesthetists) in Seattle, WA. By virtue of attending the conference, I will be able to advance the anesthesia care provided to our patients. The conference held September 8 – 12, 2017 will feature educational sessions on the latest developments in anesthesia care. Also, four pre-conference workshops are scheduled offering additional continuing education prior to the start of the annual conference.

By visiting the exhibit hall, I will have the opportunity to network with other nurse anesthesia professionals and learn about new products and services to benefit our patients and to consider for our facility.

The conference will allow me to earn up to 27.25 Class A CE credits with 13.75 Pharmacology credits in a three-day span, making it both an efficient use of our continuing education budget and time away from work. More importantly, I will be able to share the knowledge I gain with colleagues to benefit our group as a whole.

Please review the detailed breakdown of attendance costs:

- Conference registration fee: \$_____
- Roundtrip airfare: \$_____
- Hotel: \$_____

The total approximate cost associated with attending the AANA Annual Congress is: \$_____.

I would be happy to review the conference schedule offerings with you to determine the most valuable sessions for me to attend. I have identified some topics of interest that I feel would be beneficial for the staff and me.

AANA Annual Congress is the most comprehensive nurse anesthesia conference in the country. Participating in the event will allow me to grow professionally, learn how to better achieve the needs of

our patients and share knowledge with my colleagues. I believe this is a valuable opportunity to learn what other nurse anesthetists are doing throughout the country and see how we can implement best practice at our institution.

Thank you for your consideration of this request.

Sincerely,

[INSERT NAME]