

ANPD Aspire Convention Justification Worksheet

The Aspire Convention is where the nursing professional development community gathers together to learn best, evidence-based and research-based practices to enhance knowledge in their role and responsibilities. This inclusive event is designed to provide inspiration for innovative and outcomes based growth.

Use this worksheet to create a personalized learning plan that meets your specific needs and create a compelling case for your attendance.

Identify the Benefits

| YOUR ORGANIZATION'S NEED | ANPD ASPIRE CONVENTION OFFERING THAT MEETS NEED |
|---|---|
| Knowledgeable and high performing NPD team members to meet organizational and nursing goals | |
| Improved patient care outcomes through NPD practice | |
| Integration of evidence-based practice into clinical and NPD practice | |
| Improved collaborative practice to transition new hires effectively | |
| Identification and implementation of best practices from national and international experts | |
| Demonstrating return on investment of educational initiatives | |
| Awareness of new products and services in NPD | |
| Other: | |



Calculating Expenses

Your proposal to attend the ANPD Aspire Convention should include the anticipated cost to your organization. The following worksheet helps identify the common expenses associated with attending the convention.

| EXPENSE | NOTES | ESTIMATED COST |
|---|--|----------------|
| ANPD Aspire Convention Registration (includes all sessions, exhibit hall admission, and social events) | | \$ |
| Airfare | Estimate based on current airfare prices | \$ |
| Hotel | | \$ |
| Ground Transportation | Taxis or ride share, etc. | \$ |
| Food Per Diem | | \$ |
| SUBTOTAL | | \$ |
| OPTIONAL EXPENSES | | |
| ANPD Membership | Become part of the NPD community with membership and save on convention and registration fees (\$130.00) | \$ |
| GRAND TOTAL | | \$ |



Justify Your Attendance

Use this customizable letter to make the case for convention attendance to your manager.

To:

From:

Date:

Subject: Attending the ANPD Aspire Convention

I am writing to request budget approval to attend the Association for Nursing Professional Development (ANPD) Aspire Convention. I believe the opportunity to learn directly from experts in our specialty practice of nursing professional development is invaluable to my own professional development. At the convention in Las Vegas, I will gain knowledge and insight that I will put to use immediately upon my return and share with our colleagues. Ultimately, this will lead to improved nursing outcomes.

I am seeking _____'s support for registration, travel, food, and lodging for the ANPD Aspire Convention. I understand my attendance at the convention is an investment of both time and money, so I have outlined my anticipated expenses, below.

Airfare:

Hotel:

Ground Transportation:

Meals:

Conference Fee:

The total cost, including all education (up to 18 contact hours for convention sessions and additional hours for the Pre-Convention Workshops) and travel costs, is approximately

Contact Hours subject to change

The specific benefits to our facility resulting from my attendance at this year's ANPD Aspire Convention are substantial, making this an appropriate use of our education budget and my time away from work.

I appreciate your consideration of my request. If further information is needed, please let me know.

Sincerely,

