

ANPD Aspire Convention

Justification Worksheet

The Aspire Convention is where NPD practitioners find inspiration to be innovators. Learn best practices and research evidence, proven strategies and solutions, and outcomes measurement to integrate into your own practice.

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
Knowledge of recent developments in technology and education platforms	
Integration of evidence-based practice into clinical and NPD practice	
Improved education, mentorship, and career development of interprofessional staff – including academic progression	
Improved patient care	
Identification and implementation of best practices from around the country	
Awareness of new products and services in NPD	
Demonstrating return on investment of educational initiatives	
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	Conference fee includes beverage breaks and receptions	\$
SUBTOTAL		\$
OPTIONAL EXPENSES		
ANPD Membership	Become part of the NPD community with membership and save on convention and registration fees (\$140.00)	\$
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 the greatest minds in our specialty practice of nursing professional development is invaluable to my own professional development. At the convention in Chicago, I will gain knowledge and insight that I will put to use immediately upon my return and share with our colleagues.

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 and the return on investment, 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 Learning Labs) 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,

