

To: <Supervisor name>
From: <your name>
Date: <insert date>

I am interested in attending the 8th Annual Scientific Sessions of the Cardiac Neurodevelopmental Outcome Collaborative (CNOCC). The conference will be held October 11-13, 2019 at the Hospital for Sick Children in Toronto, Ontario. During this conference, I will:

- Collaborate with others in the pediatric cardiac and neurodevelopmental specialties for growth of professional network.
- Share best practices that enhance patient experience, quality care, cost reduction, and promote outcomes for these patients and their families and care providers.
- Implement new knowledge to promote best practice in the organizational setting.
- Create a professional development plan through networking and participation in educational sessions.

The variety of educational topics would allow me to attend a number of concurrent sessions directly applicable to my work on <unit goals/best practices you are working on>. The sessions are led by respected leaders in pediatrics and will enhance my knowledge of research, evidence-based practice, and hot topics in pediatric cardiac neurodevelopmental outcomes. The poster sessions will enable me to see evidence-based initiatives at other hospitals and to speak directly with nurses and other health care providers involved in their implementation. Specific sessions that I am interested in attending to enhance my performance here at <name of unit and organization> include the following: <name specific topics/sessions you are interested in>. In addition, this education will provide me with continuing nursing education contact hours that I can apply toward renewing my nursing license and my <insert other advanced certifications requiring contact hours for renewal>. The program and syllabus can be found here: <https://www2.cardiacneuro.org/meetings/2019/guide/program/index.iphtml>.

Along with educational sessions that will help me earn ANCC-accredited contact hours, the Scientific Sessions of CNOCC features an Exhibit Hall that showcases many products, services, and resources for pediatric nurses and other collaborative care providers.

The 8th Annual Scientific Sessions of CNOCC is exclusively structured for pediatric nurses and other professionals and organizations with an interest in pediatric cardiac neurodevelopmental care and outcomes. The event fosters an environment enhancing professional and personal growth while providing a forum to share updates in research related to neurodevelopmental outcomes in the congenital heart disease patient population.

I am seeking <hospital's name> sponsorship for the registration fee, travel, onsite lodging and meal expenses during the conference. The detailed cost breakdown, including travel and other expenses are listed below.

Airfare: <add flight expenses to Toronto International Airport >

Ground Transportation: <add actual>

Hotel: <add total hotel estimate (CNOCC rate at the Chelsea host hotel is \$211/night including tax)>

Meals: <add meal estimate or per diem rate>

8th Annual Scientific Sessions of the CNOCC Registration Fee: <Refer to https://www2.cardiacneuro.org/forms/registration/2019ann_register.iphtml>

Total conference cost: <Insert sum of amounts noted above>

The opportunity for me to develop better contacts with fellow nurses, learn emerging trends, and gain knowledge in specific areas of <medical areas of interest> makes my attendance at CNOC's 8th Annual Scientific Sessions a wise professional investment, which can pay off with streamlined practices, nursing insights, and a network of peers to call upon when faced with an unusual or difficult case.

I will submit a post-conference report that includes a summary, major takeaway concepts, techniques or tips, and action items for each of the sessions that I attend during the conference. In addition, I will circulate the conference proceedings and provide brief presentations to others within the <hospital/company>.

I look forward to your reply. For more information about the 8th Annual Scientific Sessions of the CNOC, you can visit <http://www.cardiacneuro.org/upcoming/annual/>.

Sincerely,

<insert your name>