**Subject: Request to attend the AONL 2020 Annual Conference**

Dear [Decision-maker],

I would like to request approval to attend AONL 2020, the annual conference hosted by the American Organization for Nursing Leadership, March 18-21, in Nashville, Tennessee. This conference is the only national conference dedicated to nursing leadership, with education addressing workforce strategies, leadership practices and care delivery approaches. I’ll also connect with nurse leaders from across the country, learning best practices and sharing perspectives and experiences.

Breakout sessions I’m planning to attend include: *(examples below, full list online at* [*https://s1.goeshow.com/aonl/annual/2020/schedule\_at\_a\_glance.cfm*](https://s1.goeshow.com/aonl/annual/2020/schedule_at_a_glance.cfm)*)*

* Employee Engagement Transformation: Tested Tactics for Sustaining Change  
  *Strategies for increasing employee engagement to lessen burnout and create resilience among team members, resulting in reduced turnover and better patient outcomes.*
* Strategic Cybersecurity and Risk Issues for Leadership

*An overview of the current cyber threat landscape from AHA’s Senior Advisor for Cybersecurty and Risk, John Riggi, including the steps necessary for defending systems and networks against the cyber threats impacting patient safety and care delivery.*

* Innovative Executive Succession Planning and Professional Development Strategy  
  *A case study of how a health care system developed a Nursing Leadership Academy to prepare their nurse leaders for advanced leadership roles, ensuring an effective succession plan for their leadership team.*

The full conference agenda can be found at <https://www.aonl.org/annual-conference/schedule>.

MEMBERS:

As an AONL member, the full conference registration is $950 if I register before the early bird deadline, January 15. Here is the breakdown of cost:

* Roundtrip airfare:
* Ground transportation:
* Hotel: $249 to $309
* Conference fee: $950 ($1,150 after 1/15)

The total cost to attend AONL 2020 is:

NONMEMBERS:

The full conference registration is $1,250 if I register before the early bird deadline, January 15. That registration also includes a year of AONL membership. Here is the breakdown of cost:

* Roundtrip airfare:
* Ground transportation:
* Hotel: $249 to $309
* Conference fee: $1,250 ($1,450 after 1/15)

The total cost to attend AONL 2020 is:

Attending AONL 2020 is an investment that brings with it countless opportunities. (list opportunities, networking/education/exhibit hall) Thank you for your consideration.

Sincerely,