***MAKE YOUR CASE!***

***Feel free to use / edit this letter to request funding from your employer to attend the CACCN Dynamics of Critical Care™ Conference 2020 (****remove this information before submitting to your employer)*

Date

Hospital

Address

City, Province/State

PC

Dear XXX:

***Request for Professional Development Support for CACCN Membership and Registration for the Dynamics of Critical Care Conference 2020***

I am submitting this request for professional development support, in order to enhance my nursing education and the education on my unit.

I am requesting funding for membership to the Canadian Association of Critical Care Nurses (CACCN) and funding to attend the CACCN Dynamics of Critical Care™ Conference, being held September 28 to 30, 2020 at Caesars Windsor, Windsor, Ontario.

By becoming a member of the CACCN and attending the conference, I will develop valuable nursing knowledge, skills, network and potentially will enhance the profile of our hospital.

CACCN is the national specialty nursing association for registered nurses working in and affiliated with critical/intensive care.

**Membership** in this association has the following key benefits:

* Best Practices, Education, Professional Development and Continuing Learning Hours;
* Certification Resources for the CNCC(C) and CNCCP(C) designation
* Standards for Critical Care Nursing Practice (5th edition);
* Position Statements;
* Canadian Journal of Critical Care Nursing™
* Networking
* Advocacy and Promotion
* Volunteer and leadership opportunities
* Recognition and Awards
* **Annual Membership Fee: $80.00 plus applicable taxes**

**The Dynamics conference is the** premiere national critical care nursing conference in Canada. Dynamics brings together over 400 critical care registered nurses over the three days.

Experiencing Dynamics will allow me to take home knowledge that will make an impact on my practice at the bedside. Over the three days, Dynamics offers over 50 educational sessions, exposure to technology and practice innovations in the exhibit hall and 18 continuing learning hours credits, along with terrific learning opportunities and events that will fuel the commitment to my nursing practice.

By sending a registered nurse from our hospital, we are demonstrating that professional development and networking with other registered nurses in critical care is important. Dynamics serves as an excellent choice to support this professional development at a reasonably low cost.

Other benefits include:

* *Meeting with 400+ registered nurses from Canada and abroad*
* *Networking and learning from experienced colleagues working in critical care*
* *Attending sessions designed to provide education with a take home message to share with colleagues*

Information learned at the conference will be shared with my colleagues after the event through *(explain how you will share the knowledge you gain from the conference with your colleagues – could be through lunch and learn, discussion group, individual conversations).*

* **Member Early Bird Registration Fee: 3 days: $470 (+13% HST) = $532**
* **Accommodations: 3 nights: Caesars Windsor: $169 per night (+ 4% MAT fee, 13% HST) = approx. $ 600**
* **Travel:** *(est. costs)*
* **Additions:** *(pre-conference or workshops)*

Further information about the CACCN Dynamics 2020 conference can be found here: <https://caccn.ca/events/dynamics-2020-windsor-on/>.

Thank you for considering this request. In doing so, you are supporting the development of my nursing skills and national connections with colleagues across the country and abroad.

Sincerely,

**FirstName Last Name**

**The best evidence-based practice** to share with your unit to improve patient outcomes and the bottom line.

**More than 38.25 hours** of continuing education (CE) via live sessions, plus NTI Online Sessions during and after the conference offering more CEs.

**Practice and technology innovations** from more than 400 exhibitors at the Critical Care Exposition.

**Learning Action Journal**, a “take home” toolkit to make it easier to pass on valuable NTI educational content to colleagues.

**Personalized learning** to suit your style and professional development goals, including lectures by experts, hands-on experiences, self-study, peer-to-peer learning and networking.