Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I would like to request approval to attend the [Academy of Oncology Nurse & Patient Navigators (AONN+) Navigation & Survivorship Annual Conference](https://www.aonnonline.org/conferences/annual-conference), a meeting devoted to overcoming barriers to care in the profession of navigation to better serve patients, families, and caregivers.

AONN+ Annual is the premier event for oncology patient navigation, providing an unparalleled opportunity to grow professionally and bring global best practices back to our institution. It’s the only event of its kind focused exclusively on oncology patient navigation.

Attending this conference – November 2-6, 2022 in New Orleans, LA - will allow me to earn up to 17 continuing education contact hours in a 5-day span, making it both an efficient use of the organization’s investment and time away from work. The [agenda](https://aonnonline.org/conferences/annual-conference) includes informative sessions on disease state discussions and practical solutions to daily navigation challenges, and accredited content

Please review the detailed breakdown of attendance costs:

|  |  |
| --- | --- |
| Registration fee: | $ |
| Registration includes meals across all conference dates, access to all educational sessions and respective slide deck presentations, and entry to the exhibit hall and networking receptions |

|  |  |
| --- | --- |
| Roundtrip airfare:  | $ |
| Transportation: | $ |
| Hotel: | $ |

The total approximate costs associated with attending the conference are: $\_\_\_\_\_. I genuinely believe this is a worthwhile investment for [organization name].

Thank you for considering my request. I’m excited by the opportunity to network with more than 1,100 oncology navigators and multidisciplinary cancer care professionals from the global cancer community. For more information on the event, visit [aonnonline.org/conferences/annual-conference](https://www.aonnonline.org/conferences/annual-conference).

Sincerely,