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

I would like to request approval to attend the [Academy of Oncology Nurse & Patient Navigators (AONN+) Navigation & Survivorship Midyear Conference](https://aonnonline.org/conferences/midyear-conference). As you will see below, this meeting will allow me to grow my knowledge and experience in overcoming barriers to care in the profession of navigation and better serve the patients, families, and caregivers in our area of service.

The meeting will be held live on May 11-15, 2022, in Austin, TX with a virtual simulcast for people who cannot join in person. The main events of the Midyear Conference include informative sessions on disease state discussions, practical solutions to daily navigation challenges, and accredited content.

The conference will allow me to earn up to 17 continuing education contact hours in a 4-day span, making it both an efficient use of the organization’s investment and time away from work. In addition, because AONN+ is delivering this year’s Midyear Conference in a hybrid format, I will have access to all the sessions for 1 year post-conference.

I will also have the opportunity to network with more than 600 other oncology navigators and cancer care professionals from the United States as well as the global cancer community. I look forward to exploring and learning what has been successful in their programs and to apply the knowledge I gain and share it with colleagues to benefit the institution as a whole.

Please review the detailed breakdown of attendance costs:

Conference fee: $\_\_\_\_\_

Roundtrip airfare: $\_\_\_\_\_

Transportation: $\_\_\_\_\_

Hotel: $\_\_\_\_\_

The total approximate costs associated with attending the conference are: $\_\_\_\_\_.

The AONN+ Midyear Conference is the only conference focused exclusively on oncology patient navigation. Attending the event will allow me to grow professionally and learn how to better meet the needs of our patients. Thank you for your consideration of this request. For more information on the event, visit [www.tlg.site/AONNmidyear](http://tlg.site/AONNmidyear).

Sincerely,