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

I would like to request approval to attend the [2022 Academy of Oncology Nurse & Patient Navigators (AONN+) Midyear Conference](https://aonnonline.org/conferences/midyear-conference) being held May 11-15. This conference 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.

Responding to the needs expressed by the global navigation community, AONN+ is delivering the Midyear Conference in a hybrid format—live in Austin, TX, and through a virtual simulcast for professionals like us who cannot join in person. It will include informative sessions on current and emerging trends in oncology care. The conference will allow me to earn up to 17 continuing education (CE) hours over a 4-day period, making it both an efficient use of our budget and time away from work. In addition, I will have access to all the sessions for 1 year post-conference.

Attending the conference virtually will give me the opportunity to network with more than 600 oncology navigators and cancer care professionals from the United States. I look forward to exploring what has been successful in their programs, and to apply the knowledge I gain and share it with colleagues to benefit our institution as a whole.

Please review the detailed breakdown of attendance costs:

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

Computer and other hardware: $\_\_\_\_\_

Internet: $\_\_\_\_\_

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,

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