To: **<Supervisor name>**From: **<your name>**Date: **<insert date>**

I am interested in attending the NAON 43rd Annual Congress, taking place May 6 – May 9, in Pittsburgh, Pennsylvania. The event will feature sessions presented by other orthopaedic healthcare professionals that can help me earn **up to 21.25 continuing nursing education (CNE) credits.**

I am seeking **<company’s name>** support to help cover the registration fee, travel, hotel and meal expenses during the conference. The detailed cost breakdown is included below:

|  |  |
| --- | --- |
| Airfare | <$XXX.XX> from <your airport> to Pittsburgh International Airport (PIA) |
| Transportation | <$35.00 estimated Uber fare each way from the airport to the hotel, each way>*OR*<$0.00 to use the complimentary hotel shuttle to and from the airport> |
| Hotel | *<For hotel options and pricing,* [*click here*](https://www.orthonurse.org/Events/Congress/Hotel-Travel)*.>* |
| Meals | <$XX.XX> for meals per day (average $35 per day) |
| NAON Congress Registration Fee | <*F****or registration fees,*** [*click here*](https://www.orthonurse.org/Events/Congress/Registration)***.>*** |
| **Pre-Congress Workshop (optional)** | ***<sum the total of the elected optional session>*** |
| **Total Estimated Conference Cost** | ***<Insert sum of amounts noted above>*** |

This year’s education sessions will cover a wide variety of topics and are presented by industry leaders as well as my fellow orthopaedic nursing peers. I plan to customize an agenda that will focus on **<name specific topics/sessions you are interested in>**. NAON also offers a Pre-Congress Review Course that will help me prepare for the Orthopaedic **<Nursing>** Certification exam, as well as workshops specific to nurse navigation and ambulatory care practices.

Congress will also provide me the opportunity to develop better contacts with my fellow orthopaedic nurses and provides dedicated networking time so that I can share insights, solutions, and learn from other professionals across the care continuum.

Following the event, I will submit a report that will include a summary of the sessions I attended, major takeaway concepts, and potential practice changes that can be applied directly at the bedside and/or unit level. In addition, I am also willing to provide brief presentations to others within the **<hospital/practice>.**

I look forward to your reply. For more information about NAON’s 43rdAnnual Congress, you can visit <https://www.orthonurse.org/Events/Congress/Registration>.

Sincerely,

**<insert your name>**