

*(date).*

Dear *(Department Manager*),

Re: Request to attend the 44th Perioperative Nurses College of NZNO Annual Conference.

I would like to attend the Perioperative Nurses Conference in Napier from the 19th – 21st October as I feel that it would benefit my perioperative nursing focus and confidence. The conference theme is Advise from the Ocean and will focus on what our future holds, how we can adapt, what we need to consider and how we can get through it or make the necessary changes.

Nursing is a profession of life-long learning and conferences bring together nurses from various perioperative settings and levels of experience, providing opportunity to network with national and international colleagues to discuss current issues, learn about successful solutions, and share and exchange best practice information. The programme sessions I am particularly interested in are *(… complete).*

Attendance would also allow me to see new products and equipment that are available and how to improve performance with equipment we currently use, and to learn about technological, educational and research advances in our specialty to help me stay on top of our quickly changing healthcare environment.

Approximate breakdown of conference costs: *(delete those not applicable)*

Conference Registration Fees:$490 member / $540 non-member up to the 8th September

 After the 8th September: $540 member / $590 non-member

 Day Registration is $270 member / $320 non-member

+

Travel Expenses: (*flight and airport to accommodation taxi expenses)*

+

Accommodation: *(cost**for Thursday, Friday +/- Saturday nights at (name) accommodation)*

= The total cost estimate is: *(add your estimated expenses)*

When I return from the conference, I will be happy to present a summary of key information that I learned and the knowledge I gained and I am also happy to share the conference materials with other team members who will benefit from this knowledge.

I would appreciate your support of my conference leave application.

Regards,

*(hand-write your signature)*

*(type your name)*