

# AMSN Annual Convention Justification Worksheet

The AMSN Annual Convention is the premier gathering for medical-surgical nurses. Learn best practices to integrate into your facility, discover the latest research, and hear proven strategies and solutions to integrate into your own practice.

Use this worksheet to create a personalized learning plan that meets your specific needs and create a compelling case for your attendance.

## Identify the Benefits

Your Organization's Need	AMSN Annual Convention Offering That Meets That Need
Understanding of the latest clinical practice guidelines and strategies	
Learning about the latest evidence-based research	
Improved patient care and quality outcomes	
Identification and implementation of best practices from around the country	
Awareness of new products and services related to medical-surgical nursing	
Demonstrating a return on investment of educational initiatives	
Other:	

## Calculating Expenses

Your proposal to attend the AMSN Annual Convention should include the anticipated cost to your organization. The following worksheet helps identify the common expenses associated with attending the convention.

Expenses	Notes	Estimated Cost
AMSN Annual Convention Registration (includes all education sessions, exhibit hall access and social and networking events)		\$
Airfare	An estimate based on current airfare	\$
Hotel		\$
Ground Transportation	Taxis or ride share, etc.	\$
Food per Diem	Conference fee includes beverage breaks & receptions	\$
<b>Subtotal</b>		\$
<b>Other Expenses</b>		
AMSN Membership	Become part of the AMSN community with membership to save on your Annual Convention Registration fee	\$
<b>Grand Total</b>		\$

## Letter to Your Supervisor

Use the below letter template to justify your attendance at the AMSN Annual Convention to your supervisor or nurse manager.

**To:**

**From:**

**Date:**

## Subject: Attending the AMSN Annual Convention

I am writing to request budget approval to attend the Academy of Medical-Surgical Nurses (AMSN) Annual Convention. I believe the opportunity to learn directly from the leaders and peers in our practice is invaluable to my own professional development. At the convention in Las Vegas, I will gain knowledge and insight that I will put to use immediately upon my return and share with our colleagues.

I am seeking: \_\_\_\_\_'s support for registration, travel, food, and lodging for the AMSN Annual Convention. I understand my attendance at the convention is an investment of both time and money, so I have outlined my anticipated expenses and the return on investment, attached.

The total cost, including all education sessions and travel costs, is approximately \_\_\_\_\_

The specific benefits to our facility resulting from my attendance at this year's AMSN Annual Convention are substantial, making this an appropriate use of our education budget and my time away from work.

I appreciate your consideration of my request. If further information is needed, please let me know.

Sincerely,