



# 2023 AAOHN NATIONAL CONFERENCE

MARCH 13-15, 2023 / SAN ANTONIO  
GRAND HYATT SAN ANTONIO



## Identify the Benefits

To make the case to attend the 2023 AAOHN National Conference, you'll have to demonstrate the elements of the program that will meet your company or organizations' specific needs. Fill out the right column with session titles and descriptions or other conference offerings like the exhibit hall and networking opportunities.

Your Company's Need	Conference Offering that Meets Need
Knowledge of recent developments in technology	
Integration of evidence-based practice and nursing research into clinical practice	
Improved patient care	
Identification and implementation of best practices from around the country	
Awareness of new products and services in OHN	
Demonstrating return on investment of workplace well-being initiatives	
Other:	

## Calculating Expenses

Your proposal to attend the AAOHN National Conference should include the anticipated cost to your organization. Completing the following worksheet will help you identify common expenses associated with attendance.

Expense	Notes	Estimated Cost
<b>Full Conference Registration (includes all sessions; New OHN Networking and Coffee; Welcome Reception; Admittance to the AAOHN Exhibit Hall; and the Wellness Events)</b>	Early registration ends January 27  <i>If not an AAOHN member, save \$400+ by joining.</i>	\$
<b>Airfare</b>	Estimate based on current airfare prices	\$
<b>Hotel</b>	Grand Hyatt San Antonio River Walk (\$232/night)  Book by February 17	\$
<b>Ground Transportation</b>	Lyft, Uber, Taxis, etc.	\$
<b>Food Per Diem</b>	Conference fee includes continental breakfast beverage breaks each day and lunch in the Exhibit Hall on Wednesday	\$
<b>SUBTOTAL</b>		\$

## Email Template

To: <manager name>  
From: <your name>  
Date: <insert date>  
Subject: Attending the 2023 AAOHN National Conference

Dear <manager name>,

As an OHN professional, I'm committed to enhancing my practice and staying up-to-date on industry changes so that I can best serve our organization. The 2023 National Conference of the American Association of Occupational Health Nurses (AAOHN) provides the most relevant education and professional development opportunities to do just that. The largest gathering of OHNs in the country, the conference is also an unmatched opportunity to tap into the expertise of fellow professionals and share best practices with colleagues in similar work environments.

With **interactive educational sessions** and **practice exchanges** on topics such as employee wellness, leadership and case management, I have the opportunity to **earn up to 14.25 Continuing Nursing Education (CNE) contact hours** by attending the full conference. All that in just three days, meaning less time away from the office and the opportunity to meet requirements for maintaining professional licensure and certification requirements. In addition, I will share what I learn with my colleagues in occupational health nursing.

<Insert programming of interest here. What topics and/or sessions you want to attend and why; include how this information will be shared with your colleagues after the conference.>

I am seeking <your company>'s support for registration, travel, food and lodging for the 2022 AAOHN National Conference. I understand my attendance at the conference is an investment of both time and money, so I have outlined the anticipated expenses of this endeavor.

<Insert your estimated expenses in the lines below. Travel costs vary and should reflect individual costs.>

**Registration Fee:** <\$799 member rate, before January 27>

**Airfare:** <add flight expenses>

**Meals:** <add actual; keep in mind many companies provide a set per diem rate>

**Hotel:** <add actual>

**Total Investment:** \$ <add estimated total>

The specific benefits to our facility resulting from my attendance at this year's AAOHN National Conference 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,

<your name>