

20
24

Virtual

JUNE 5-6, 2024

AAOHN[®]

AAOHN NATIONAL CONFERENCE

CONNECTING TO
WORKER HEALTH

IDENTIFY THE BENEFITS

To make the case to attend the 2024 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:	

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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.

SELECT YOUR REGISTRATION TYPE

REGISTRATION TYPE	EARLY BIRD PRICING	REGULAR PRICING
AAOHN Member	\$499	\$599
Student/Retired Member	\$249	\$279
Non-Member	\$699	\$799
Member Group*	\$449	\$549
Non-Member Group*	\$649	\$749
New Member Bundle (Registration + Membership)	\$669	\$769

***Group Rates:** Groups of five or more members or non-members from the same organization qualify for a group discount. AAOHN will monitor groups to make sure they meet the requirement. Additional fees will apply if less than 5 attendees are registered. To learn more about group registration for your organization or to obtain the registration directions, please contact AAOHN at registration@aaohn.org. Group discounts can only be applied prior to the start of the conference. Discounts cannot be applied once a registration is complete. Discount codes will be monitored and additional payment for regular registration fees will be required if the group registration amount is not met.

SUBTOTAL: \$

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EMAIL TEMPLATE

To: <manager name>

From: <your name>

Date: <insert date>

Subject: Attending the 2024 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 2024 Virtual National Conference of the American Association of Occupational Health Nurses (AAOHN) provides the most relevant education and professional development opportunities to do just that. As the premier educational event for 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 19.0 Continuing Nursing Education (CNE) contact hours by attending the full conference. All that in just two 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 expenses for the 2024 AAOHN Virtual 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.

The cost to attend the conference is *<insert registration rate based on the category of your choice.>*

The specific benefits to our facility resulting from my attendance at the AAOHN 2024 Virtual 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>