

Dear _____,

In an effort to advance the care provided to patients with cancer at our institution, I am requesting to attend the 46th Annual ONS Congress™ in Washington, DC. The conference, held April 21–25, 2021, will feature educational sessions on the latest developments in oncology nursing. ONS Congress will also allow me the opportunity to connect with other nursing professionals and institutions, learn how they are improving their practice, and bring back information about new products and services to benefit our patients from industry supporters at ONS Congress.

Throughout the conference, I can earn up to 30 nursing continuing professional development (NCPD) contact hours in a variety of sessions and independent poster viewings. This five-day experience enables me to mix and match sessions from five educational tracks to create a personalized conference, making it an efficient use of our continuing education budget and time away from work. In addition, I will be able to share the knowledge I gain with colleagues to benefit the institution.

Please review the following detailed breakdown of attendance costs:

- Conference fee: \$ _____
- Roundtrip airfare: \$ _____
- Transportation: \$ _____
- Hotel: \$ _____

The total approximate costs associated with attending ONS Congress is: \$ _____.

I would be happy to review the conference schedule with you to determine the most valuable sessions for me to attend while at ONS Congress. I have identified some topics of interest that I feel would be especially beneficial for me and for our nursing staff.

- _____
- _____
- _____

ONS Congress is the largest and most comprehensive oncology nursing conference in the country. A full 99% of ONS Congress attendees surveyed over the past three years said they gained new knowledge, and 91.2% of those surveyed said that they intended to make a change in their practice because of education they received at the conference. Attending the event will allow me to grow professionally, learn how to better meet the needs of our patients, and implement positive change at our own institution. Thank you for your consideration of this request.

Sincerely,
