

[Insert Date]

Dear [Immediate Supervisor/Manager],

The ARN REACH 2019 conference is the foremost educational event in the rehabilitation nursing specialty for professional development and networking. I believe my participation is critical to bringing new ideas and approaches to our organization, and I am requesting approval and support to attend.

The conference is November 6-9, at the Greater Columbus Convention Center, in Columbus, OH. I will be among 800+ nursing professionals gathered to learn from experts and innovators on anticipated trends in rehabilitation nursing, changes to rules and regulations, and solutions to challenges we experience.

Registration includes 15.25 Contact Hours (CH) for conference sessions, up to 15 CH for posters, the opening reception, breakfast each day, networking experiences throughout the week, the 45<sup>th</sup> anniversary celebration, and the opportunity to see new products of more than 50 vendors.

Additionally, there is an opportunity to sign up for preconference sessions and optional events, totaling 13.75 CH I can add to my week of rehabilitation nursing education!

I plan to attend the following sessions to strengthen my professional skills. **[Summarize the sessions you plan to attend as well as the learner outcomes and how they will benefit you, your team, and your facility; attach a separate page if necessary.]**

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Below are colleagues I plan to speak with who I believe can help our organization: **[List any speakers and other nurses you know will attend, who you plan to talk with.]**

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This investment will pay off in more effective practices, evidence-based solutions, and new insights. After returning, I will provide a summary of key takeaways and recommended actions for our unit/facility.

I would appreciate your approval of this request and will work to ensure we obtain the full value out of this educational opportunity.

Sincerely,

[Your Name]

*Please see the attached fee breakdown for details on the conference cost.*

## Projected Costs Worksheet:

<b>Conference Registration – Up to 30.25 CH (includes posters)</b> \$645 member vs. \$845 nonmember	\$ xx.xx
<b>Early Registration Discount by Sept. 27</b>	(\$150.00)
<b>Preconference: Evidence Based Practice Workshop – 7.25 CH</b> \$269 member vs. \$425 nonmember	\$ xx.xx
<b>Preconference: Medically Complex Patients and Rehab Nurses – 3.25 CH</b> \$135 member vs. \$185 nonmember	\$ xx.xx
<b>Preconference: Mini IMPACT Course – 3.25 CH</b> \$135 member vs. \$185 nonmember	\$ xx.xx
<b>Professional Tour – 3 CH</b> \$69 member vs. \$79 nonmember <i>Ohio Health Rehab, Dodd Rehab, Nationwide Children’s Hospital</i> <i>Includes Lunch and Transportation</i>	\$ xx.xx
<b>Yoga</b>	\$ 10.00
<b>Chair Yoga &amp; Meditation</b>	\$ 10.00
<b>Hotel</b> <i>Hilton Columbus Downtown \$182-232, plus tax and fees</i>	\$ xx.xx
<b>Airfare</b>	\$ xx.xx
<b>Miscellaneous (meals/taxi)</b>	\$ xx.xx
<b>TOTAL INVESTMENT</b>	<b>\$ xx.xx</b>

***Find more ways to save on Page 3!***

## More Ways to Save –

**Join ARN, then Register:** Join ARN and save an additional \$220 when you join and register by September 27! **(You must first join, then register for the conference.)**

**ARN Team Member Discount:** Get an additional \$20-\$40 off per member when groups of 2 or more ARN Members from the same facility register together via mail or fax (fees detailed below). Please call 800.229.7530 or go to [rehabnurse.org/REACH2019](http://rehabnurse.org/REACH2019) for a form today!

	<b>On or before 09/27/19</b>	<b>After 09/27/19</b>
<b>ARN Member</b>	<input type="checkbox"/> \$495	<input type="checkbox"/> \$645
<b>*Team Member (2-4)</b>	<input type="checkbox"/> \$475	<input type="checkbox"/> \$625
<b>*Team Member (5+)</b>	<input type="checkbox"/> \$455	<input type="checkbox"/> \$605
<b>Join/Renew and Register</b>	<input type="checkbox"/> \$625	<input type="checkbox"/> \$775
<b>NonMember</b>	<input type="checkbox"/> \$695	<input type="checkbox"/> \$845
<b>Student (ID Required)</b>	<input type="checkbox"/> \$265	<input type="checkbox"/> \$415
<b>Virtual Conference Member</b>	<input type="checkbox"/> \$320	<input type="checkbox"/> \$320
<b>Virtual Conference NonMember</b>	<input type="checkbox"/> \$470	<input type="checkbox"/> \$470

*\*Rate is available to groups of 2-4, or 5+ ARN members from the same facility (as noted above).  
All registration forms must arrive together via fax or mail or discount will not apply.*