

[Insert Date]

Dear [Immediate Supervisor/Manager],

The ARN REACH 2018 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 October 17-20, 2018, at the Palm Beach County Convention Center, in West Palm Beach, FL. 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 in our practice.

Registration includes 15.5 Contact Hours (CH) for conference sessions, up to 12.5 CH for Posters, the Opening Reception Wednesday evening, October 17, and Breakfast each day. In addition, there will be many networking experiences and the opportunity to see new products of more than 50 vendors and product showcases.

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.]

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Following are colleagues I plan to speak with who I believe can help our organization: [List any speakers or other nurses you know will attend.]

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This investment will pay off in more efficient practices, proven 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 get the full value out of this educational opportunity.

Sincerely,

[Your Name]

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

## My projected costs for attending ARN's REACH 2018 Conference are:

<b>Conference Registration – Up to 28 CH</b> \$645 member vs. \$845 nonmember	\$ xx.xx
<b>Early Registration Discount by Sept. 1</b>	(\$150.00)
<b>CRRN Review Course – 14 CH</b> \$285 member vs. \$425 nonmember	\$ xx.xx
<b>RNF Symposium – 2.5 CH</b> <i>The Crisis of Stroke: Understanding Caregiver Readiness</i> <i>Assessing Stroke Caregivers Commitment and Capacity</i> \$215 member vs. \$265 nonmember	\$ xx.xx
<b>Preconference Workshops – up to 6.5 CH</b> <i>1 - Management of Problematic Behaviors After Acquired Brain Injury</i> <i>2 - Professional Rehabilitation Nurse and FIM: Expertise and Collaboration</i> \$135 member vs. \$185 nonmember per session – can take up to two; you cannot attend the <b>CRRN Review Course</b> if you register for a preconference workshop	\$ xx.xx
<b>Professional Tour – 2.5 CH</b> <i>The Woodlands at John Knox Village</i>	\$ 50.00
<b>SimBus Tour – 1 CH</b> <i>SimBus: A Unique Hands-on Simulation Experience</i>	\$ 30.00
<b>Hotel</b> <i>Hilton West Palm Beach \$214, plus tax and fees</i> <i>Marriott West Palm Beach \$189, 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 –

**Become a Member:** Join ARN and save an additional \$220 when you join and register by September 1!

**Group:** Get an additional \$20-\$40 off per person when groups of 2 or more from the same facility register together via mail or fax (fees detailed below). Please call 800.229.7530 or go to [rehabnurse.org/2018ARNREACH](http://rehabnurse.org/2018ARNREACH) for a form today!

	<b>On or before 09/01/18</b>	<b>After 09/01/18</b>
<b>ARN Member</b>	<input type="checkbox"/> \$495	<input type="checkbox"/> \$645
<b>*Team Discount (2-4)</b>	<input type="checkbox"/> \$475	<input type="checkbox"/> \$625
<b>*Team Discount (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

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