

[date]

Dear [your supervisor's name]:

To ensure [name of your facility or institution] is best prepared to meet the needs of our patients, [students] I would like to attend the 45th Annual Institute and Conference of the National Black Nurses Association, Sunday, July 30 - Friday, August 4, 2017 in Las Vegas, Nevada. The theme of this year's conference is *Nursing Innovations: Building a Healthy Community*.

Many of the educational sessions address issues we face daily and teach us how we can implement these improvements to clinical practice and achieve optimal outcomes back at our facility. The meeting offers pre-conference sessions on Monday, July 31 which include: "ELNEC- Training", sponsored by VITAS HEALTHCARE. Other sessions include an 8 hour CE program on "Adult Mental Health First Aid for Military Members, Veterans and their Families"; a 4 hour CE program for the "Breast Cancer Screening Practicum"; a 3 hour CE program by the American Red Cross and a 4 hour CE program on "Writing for Professional Publication" which will be lead by the Editor of the NBNA Journal. Numerous other sessions will be offered throughout the week.

On Wednesday, August 2, 6 four (4) hour sessions will be offered on topics such as Diabetes/New and Emerging Therapies, Heart Health, Patient Safety and Medication Compliance, HIV/AIDs, Advances in Cancer Science, Neuroscience/Brain Health, and the Social Determinants of Health.

On Thursday, August 3, I will be able to attend one of 6, two hour workshops which will include the following topics Professional Trends and Issues, Pain Management in an Era of Opioid Misuse, The DNP Experience, Mindfulness and Genetics. There will also be two plenary sessions offered throughout the conference. All of the sessions offered help promote and enhance cultural competence as prescribed by The Joint Commission standards.

In addition, this conference gives me an opportunity to identify best practices, discuss professional challenges and solutions and network with other nurses in all areas of practice.

I've identified particular sessions that will be useful:

[List 3-5 sessions that address your work or an area of focus in your facility. To view the conference schedule visit <http://www.nbna.org/conf/%20resources>]

There may be sessions relevant to other nurses on staff. I will have access to handouts from all the sessions to share with my colleagues.

The conference, hosted in Las Vegas this year, offers significant returns:

- More knowledgeable staff benefiting from the information I can share
- A broadened professional network
- Improved patient care
- Deepened commitment to [name of your facility] for the investment in my professional development

There are several ways to save on the costs of the event, including registering during the early-bird period or joining to receive the member rate. By becoming a member, I'll get additional benefits including a subscription to the *Journal of The National Black Nurses Association* and the NBNA Newsletter.

NBNA's 45th Annual Institute and Conference will provide me with relevant information that will help me provide better patient care. You can visit www.nbna.org to learn more about the conference. Thank you for your consideration of my request.

Sincerely,

[your name]