



Dear [ ],

To help provide our patients with the most up-to-date, evidence-based nursing care, I would like to attend the Association of Women's Health, Obstetric and Neonatal Nurses (AWHONN) 2020 Annual Convention, which will be held June 13 – 17 in Phoenix, AZ.

The AWHONN convention offers more than 70 educational sessions, workshops, paper presentations and other events that provide tools and strategies to improve the quality of patient care and safety.

Additionally, I will be able to meet directly with vendors and suppliers and identify new products and services that could help us improve patient care and safety.

#### Costs

The full price conference fee is \$[ ], but can be reduced to \$[ ] if I register by April 1, 2020.

Here is the breakdown of conference costs:

- Roundtrip Airfare: \$\_\_\_\_\_
- Transportation: \$\_\_\_\_\_
- Hotel: \$\_\_\_\_\_
- Meals: \$\_\_\_\_\_
- Conference Fee: \$\_\_\_\_\_

The total costs associated with attending this conference are: \$\_\_\_\_\_.

Attending the 2020 AWHONN Conference & Exhibition will enhance my professional knowledge and skills. I will be able to meet with my peers and find out what's working at facilities similar to ours. I also will be able to pass along much of what I learn to you and my colleagues. Thank for your consideration of this request.

Sincerely,