

ANCC ACCREDITATION 

TRANSITION TO PRACTICE

SYMPOSIUM

APRIL 28-MAY 1, 2024 | NEW ORLEANS, LA

**Conference Attendance
Justification Toolkit**

CONTENTS

How to Share the Value of this Conference with Your Leaders to Support Your Attendance	3
Sample Justification Letter	4
Sample Expense Worksheet	5
Registration Information	6



How to Share the Value of Attending the TTP Symposium with Your Leaders



GENERAL TIPS

Before you make your case:

1. Prepare a plan to show your leader detailing who and how your duties will be covered while you're at the conferences.
2. Focus on the specific conference benefits/value you will bring back to your team (see below).
3. Review the conference agenda [here](#) and select the concurrent sessions you think will bring the greatest benefit to you and your colleagues.
4. Review and customize the sample letter on page 4.
5. Review and complete the expense worksheet on page 5.

Remember, the reasons listed here are suggestions only. You may have other reasons to attend these conferences. Be sure to include them when you make your case!

REASONS WHY YOU SHOULD ATTEND THIS YEAR'S SYMPOSIUM

Here are some compelling reasons for you to attend this year's Symposium. Use them to bolster your case and supplement the information in the sample letter to your leader.

- You'll be able to choose from multiple concurrent sessions, panels, and posters.
- You'll be able to share everything you learn with your team and your organization with tools provided from presentations.
- You'll learn best practices on precepting, wellbeing, recruitment and retentions, and more!

For example:

- **UNDERSTAND** the long-term value and return on investment of becoming a ANCC Practice Transition Accreditation Program® (PTAP) or Advanced Practice Provider Fellowship Accreditation™ (APPFA) accredited program.

- **LEARN** how to align your transition to practice to the ANCC Practice Transition Accreditation Program® (PTAP) or Advanced Practice Provider Fellowship Accreditation™ (APPFA) framework.

- **NETWORK** with nursing colleagues from ANCC Practice Transition Accreditation Program® (PTAP) or Advanced Practice Provider Fellowship Accreditation™ (APPFA) accredited programs, as well as applicant organizations, across the globe.

- If you meet eligibility requirements, you may earn up to 10 continuing nursing education (CNE) credits for concurrent and poster sessions.

Choose from more than 40 concurrent sessions. Each concurrent session provides the opportunity to meet with change makers and connect with the speakers and other attendees!

Sample letter

[Date]

Dear [leader's name]:

The 2024 ANCC Transition to Practice Symposium® will be held April 28-May 1, 2024, in New Orleans, Louisiana. This conference will provide a great opportunity to learn from the country's most innovative leaders in transition to practice. I will be able to bring back to our organization proven solutions to address our toughest nursing challenges.

Here's how the conferences can benefit my team:

- I'll attend powerful general sessions to learn strategies to improve workforce morale, resilience, and passion, such as:
 - Tim Cunningham, who will bring the audience to laughter and thought provoking activities on well being.
 - Learn from Beth Ulrich on how to continue to feed and nourish your most valuable asset, preceptors!
- I can choose from more than 45 concurrent sessions to gain valuable strategies I can then share with my team, on topics such as:
 - Engaging New Graduate Nurses in Magnet Collaborative Council Meetings
 - Are you Game? How Game-Based Learning can Improve Learning and Engagement
 - Let's retreat: building engagement and inspiring greatness
 - Trauma-Informed Care Techniques for Real-world Verbal De-escalation
 - Expectations versus reality: How to navigate OE3 with fun, flair, and level-setting.
 - Seize the Data! The PIVOTal Role of Internal Dashboards for a System Nurse Residency Program
 - Embedding a Simulation Curriculum into an APP Fellowship

A detailed cost breakdown is attached. It includes the registration fee as well as travel, hotel, and transportation expenses. I've also prepared a staffing plan to cover my absence while I'm gone.

I hope you'll agree — the 2024 ANCC Transition to Practice Symposium is a wise investment that we can't afford to miss!

Thank you for your consideration.

Sincerely,

Sheryl Cosme
Director, ANCC PTAP and APPFA
American Nurses Credentialing Center

Expense Worksheet

To plan your trip and prepare this Expense Worksheet, visit <https://tpps Symposium.nursingworld.org/> for the latest fees, housing links, safety protocols, and more.

Expense	Explanation	Cost
Registration Fee (Include any additional fees associated with preconference sessions you wish to attend.)	Registration fee includes 1. 2. 3.	\$
Airfare	Air mileage points available to offset airfare?	\$
Lodging/Hotel (Please use only the housing links found on the conference site.)	Number of nights, room rate, taxes	\$
Transportation Fees	Taxi/car rental/airport shuttle	\$
Mileage/Parking Reimbursement	Driving to the conference or to the airport for your flight? Other modes of transportation?	\$
Food per Diem	Refer to your company's policy on food per diem	\$
	Subtotal	\$
	x Number of Employees Attending	
	TOTAL	\$

Visit the 2024 Transition to Practice Symposium



To register or to view more details, visit our website by scanning the QR code.



WEBSITE QUICK LINKS

- Who Should Attend
- Registration Details
 - Cancellation/Refund Information
- Schedule
 - Posters
- CNE Information
 - CNE Credit Eligibility
 - Claiming CNE Credit(s)
- Hotel

