

CONFERENCE ATTENDANCE JUSTIFICATION TOOLKIT

magnetpathwaycon.org



**ANCC NATIONAL MAGNET &
PATHWAY TO EXCELLENCE
CONFERENCES**

**New Orleans, LA
Oct. 30 - Nov. 1, 2024**

**EDUCATE.
INNOVATE.**

Celebrate!

CONTENTS

How to Share the Value of Attending the 2024 ANCC National Magnet Conference® and Pathway to Excellence Conference® with Your Leaders	3
Sample Justification Letter	4
Sample Expense Worksheet	5
Registration Information	6



How to Share the Value of Attending the ANCC National Magnet Conference® and Pathway to Excellence Conference® with Your Leaders

GENERAL TIPS

- Prepare a plan to show your leader how your duties will be covered while you're at the conference. Include who will cover for you as well as any other relevant details.
- Focus on the specific conference benefits/value you will bring back to your team (see below).
- Review the conference agenda and select the concurrent sessions you believe will bring the greatest benefit to you and your colleagues.
- Review and customize the sample letter on [page 4](#).
- Review and complete the expense worksheet on [page 5](#).

Remember the reasons listed here are suggestions only. Be sure to include any other reasons to attend this conference that would be considered of value by your leader.

Reasons to Attend

Here are some compelling reasons to attend this year's conference. Consider adding these to supplement the information in the letter to your leader.

- All in-person attendees are able to choose from **more than 100 concurrent session**. Each concurrent session provides the opportunity to meet with change makers and connect with the speakers and other attendees!
- You'll be able to choose tracks and sessions from two ANCC Programs — the ANCC Magnet Recognition Program and the ANCC Pathway to Excellence Program — for the price of one conference registration.
- You'll be able to share everything you learn with your team and your organization.
- You'll learn strategies to create a positive practice environment; improve employee engagement, patient experience, patient outcomes; and transform your organization's culture. For example:
 - **UNDERSTAND** the long-term value and return on investment of becoming a Magnet or Pathway to Excellence organization (or dually designated!) and how to achieve this distinction.
 - **LEARN** how to align your nursing environment with the Magnet Model and Pathway to Excellence Framework practice standards, increase nurse engagement, and improve organizational and patient outcomes.
 - **NETWORK** with nursing colleagues from Magnet and Pathway designated organizations, as well as applicant organizations, from around the world.
- If you meet continuing nursing education (CNE) eligibility requirements, you may earn nursing continuing professional development credit by attending concurrent and poster sessions. Those attending the event may earn up to **24 contact hours**.

Sample Letter

[Date]

Dear [leader's name]:

The 2024 ANCC National Magnet Conference® and ANCC Pathway to Excellence Conference® will be held October 30 - November 1, 2024 in New Orleans, Louisiana. This conference will provide a great opportunity to learn from innovative leaders in health care and take back proven solutions to address our toughest nursing challenges.

Here's how the conference can benefit my team:

- I'll attend powerful general sessions to learn strategies to improve workforce morale, resilience, and passion.
- I will choose from more than 100 concurrent sessions to gain valuable strategies that I will then share with my team, on topics such as:
 - Structural Empowerment
 - Exemplary Professional Practice Strategies
 - New Knowledge, Innovations, and Improvements
 - Transformational Leadership
 - Professional Development
 - Safety and Quality
 - Shared Decision-Making and Leadership
 - Well-Being and Mental Health

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 National Magnet Conference® and ANCC Pathway to Excellence Conference® is a wise investment that we can't afford to miss!

Thank you for your consideration.

Sincerely,

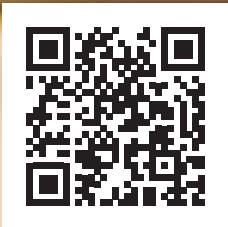
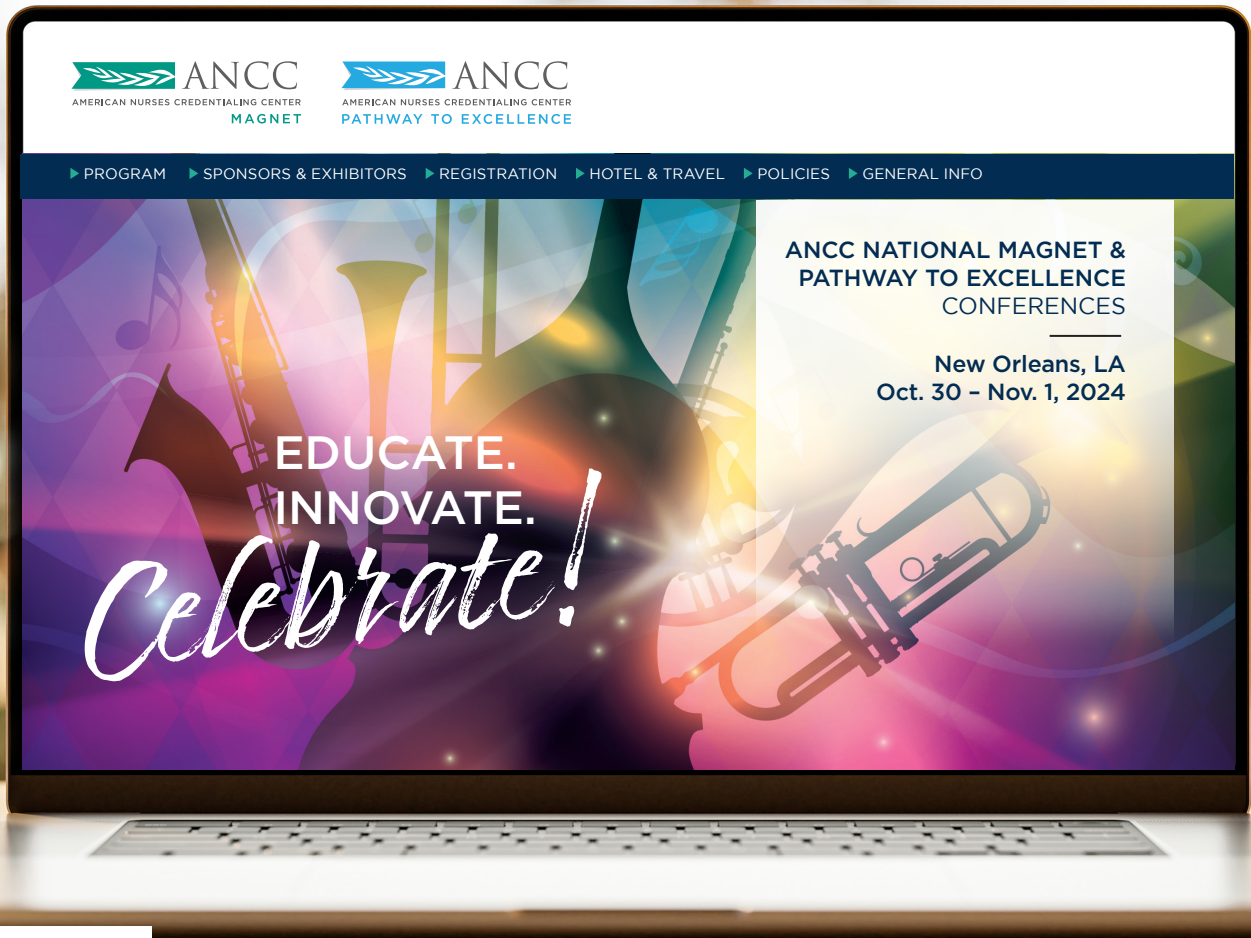
Expense Worksheet

To plan your trip and prepare this Expense Worksheet, visit magnetpathwaycon.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/from the conference or to the airport for your flight? Other modes of transportation?	\$
Meal per Diem	Refer to your company's policy regarding meal per diem	\$
	SUBTOTAL	\$
	x Number of Employees Attending	
	TOTAL	\$

Visit the 2024 ANCC National Magnet Conference® and ANCC Pathway to Excellence Conference® Website

- Registration Details
- Substitutions
- Registration Support
- Key Dates
- Badge Pickup
- Safety Protocols
- Group Registration
- Registration Cancellation
- CNE Info
- Balance Due
- FAQs



magnetpathwaycon.org