CONFERENCE ATTENDANCE JUSTIFICATION TOOLKIT

magnetpathwaycon.org
How to Share the Value of Attending the Co-Located 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 YOU SHOULD ATTEND

Here are some compelling reasons for you 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 120 concurrent sessions and will have access to 20 pre-selected concurrent sessions via the virtual access platform. 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.
- 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 to 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, across the globe
- If you meet continuing nursing education eligibility requirements, you may earn nursing continuing professional development credit for concurrent and poster sessions. Those attending the in-person event may earn up to 44 contact hours; those attending the virtual-only option may earn up to 28 contact hours. On-demand virtual sessions will be available until December 4, 2023.
Sample Letter

[Date]

Dear [leader’s name]:

The 2023 co-located ANCC National Magnet Conference® and ANCC Pathway to Excellence Conference® will be held October 12–14, 2023 in Chicago, Illinois. 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. For instance:
  
  — **The Happiness Advantage: Linking Positive Brains to Performance** presented by Shawn Anchor
    
    By researching top performers at Harvard, the world’s largest banks, and Fortune 500 companies, Shawn discovered patterns that create a happiness advantage for positive outliers — the highest performers at the company. Based on his best-selling book, The Happiness Advantage, Shawn outlines practical applications for reaping the Happiness Advantage in the midst of change and challenge.

  — **Momentum: Accelerate Your Performance Without the Burnout** presented by Suneel Gupta
    
    As CEO of RISE, Suneel helped thousands of people overcome their challenges with physical and mental health. He now helps organizations increase performance, innovation, and creativity by showing why high-potential people and teams fizzle out. This presentation is rooted in Suneel’s one-of-a-kind teaching at Harvard Medical School, as well as eight years of closely studying the habits of extraordinary leaders who reached breakthrough levels of productivity, resilience, fulfillment, and momentum.

  — **Embracing Change** presented by Inky Johnson
    
    In this keynote, Inky will discuss being a leader in circumstances beyond our control while staying motivated and having empathy and perspective. Inky, a former collegiate football player permanently injured on the field, shares his dramatic story of overcoming hardship and life-threatening injury. His motivational words inspire others to embrace adversity, face their own daily challenges, and live life with a greater purpose.

• I will choose from 120 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 2023 co-located 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.

<table>
<thead>
<tr>
<th>EXPENSE</th>
<th>EXPLANATION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee (Include any additional fees associated with preconference sessions you wish to attend.)</td>
<td>Registration fee includes 1. 2. 3</td>
<td>$</td>
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<tr>
<td>Airfare</td>
<td>Air mileage points available to offset airfare?</td>
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</tr>
<tr>
<td>Lodging/Hotel (Please use only the housing links found on the conference site.)</td>
<td>Number of nights, room rate, taxes</td>
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<tr>
<td>Transportation Fees</td>
<td>Taxi/car rental/airport shuttle</td>
<td>$</td>
</tr>
<tr>
<td>Mileage/Parking Reimbursement</td>
<td>Driving to the conference or to the airport for your flight? Other modes of transportation?</td>
<td>$</td>
</tr>
<tr>
<td>Food per Diem</td>
<td>Refer to your company’s policy on food per diem</td>
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</table>

<table>
<thead>
<tr>
<th>SUBTOTAL</th>
<th>$</th>
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<tbody>
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<td>x Number of Employees Attending</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$</td>
</tr>
</tbody>
</table>
Visit the 2023 Co-located ANCC National Magnet Conference® and ANCC Pathway to Excellence Conference® Website

- Registration Details
  - In-Person
  - Virtual Access
- Key Dates
- Group Registration
- Balance Due
- Substitutions
- Badge Pickup
- Registration Cancellation
- Registration Support
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- CNE Info
- FAQs
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  - Virtual Access