

Date:

To: <Department Head's name>

From: <your name>

Date: <insert date>

Subject: **Proposal to attend the 2021 RSA Annual Conference**

Dear <Insert Department Head's name>,

I would like to draw your attention to and seek your support in attending the upcoming 2021 RSA Annual Conference, which is taking place from the 17 – 19 June 2021 in Melbourne, Australia.

“Renal Care Beyond a Crisis: Possibilities and Future Directions” has been adopted as the 2021 conference theme.

The RSA Annual Conference is a three-day event, which will provide opportunities for me to further develop my skills, increase my knowledge and meet others who have a similar passion to provide the best possible care for our renal patients and their families. It will also provide extensive networking opportunities both professionally and academically.

Here are three ways that I will specifically benefit from attending the 2021 RSA Annual Conference:

1. **Educational Specialist Sessions relevant to working in Renal Nursing.** This-conference will enable me to attend high quality presentations from our faculty of highly-regarded invited speakers and extensive professional development opportunities during the workshop sessions. They are knowledgeable speakers who will provide knowledge which is directly applicable to my work and will improve my own practice. These sessions provide an excellent opportunity for me to share my newly acquired knowledge with colleagues and gives me the opportunity to bring new ideas back to our Unit.
2. **Local and international networking opportunities.** The 2021 RSA Annual Conference will put me face-to-face with colleagues and health professionals working in the Renal Healthcare within Australia, New Zealand and Asia. The Conference networking events will provide me the opportunity to share and exchange best practice ideas that will improve my knowledge and enable me to bring back new ideas to our workplace.
3. **Meet with industry suppliers/product managers.** My time in Melbourne will give me opportunities to meet with product and marketing managers with whom I can discuss our clinic areas of need and request enhancements to improve the products we use, as well as learn about new products and technologies for the benefit of our patients and practice.

I am seeking <your organisation name here> support to attend the Conference. I believe this unique professional development opportunity will be money well spent and will contribute up to 17.5 CPD points.

**Here is an approximate breakdown of conference costs (all costs in AUD):**

Conference Registration Fee: **<add registration fee, based on member status and date>**

+

Conference Dinner: **\$130.00**

+

Travel Expenses: **<add flight expenses>**

+

Hotel: **<add Hotel rates>**

+

Meals: **<add meal expenses>** The RSA provides most of my meals during the event including lunch for 3 days, as this is included in the registration. In addition, I will need to pay for dinners and potentially a few additional meal expenses that I will incur while traveling.

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= The total cost estimate is: **<add your estimated figure>**

When I return from the Conference, I will provide a report summarising key information I learned and share the experience with others. I will also look to implementing any relevant learnings to improve patient care and contribute to our staff's ongoing professional development. I am also happy to share the conference materials with other staff members and can give brief presentations to other groups who will benefit from this knowledge. This is an ideal way for the rest of our department to benefit from my attendance at the 2021 RSA Conference.

Thanking you in advance for your consideration of this request, I look forward to hearing from you soon.

Sincerely,

**<insert your name here>**