Date

MANAGER NAME

EMPLOYER NAME

EMPLOYER ADDDRESS

SUBURB STATE POSTCODE

Dear <Manager>

I would like to attend the Australian College of Mental Health Nurses 44th International Mental Health Nursing Conference in Cairns, Queensland on 24-26 October 2018.

The aim of my attendance at this event will be to enhance my practice, network with colleagues, expose myself to innovative ideas, evidence-based concepts, new and emerging therapies, and to network with like-minded colleagues. I would also like to provide an in-service to other staff on my return to the unit/service/ward (DELETE WHICHEVER DOES NOT APPLY TO YOU) outlining the key learnings from my attendance at the conference – sharing new knowledge and helping to bridge the research-practice gap.

I understand that the theme ‘*Mental Health is a Human Right’* will be supported by a number of streams, each with a strong focus on evidence-based examples of best practice.

The program is yet to be released in draft form and set for release on 8 August 2018. Information on our keynote speakers and sessions will be available shortly however the program will include areas of discussion including:

* Contemporary practice issues
	+ e.g. Trauma informed care/Seclusion and Restraint
* Chronic Disease Mental Health co morbidity
* Clinical specialties
	+ e.g. Indigenous health cultural diversity/Acute emergency settings
* Professional issues
	+ e.g. Clinical supervision, Workplace Health/Leadership and Management
* Contemporary issues
* Impacts on practice e.g. Rural and Remote Health Settings and Models of Care
* Research to practice
* Contemporary MHN Education
* Forensic Mental Health Nursing
* Homelessness and Mental Health Nursing

The ACMHN advises the program will include well known keynote speakers and concurrent presentations, and I am particularly interested in attending– TALK ABOUT SOME OF THE TOPIC SESSIONS THAT YOU ARE PARTICULARLY INERESTED IN AND WHICH ARE MOST RELEVANT TO YOUR PRACTICE – E.G. ACUTE CARE, RECOVERY, SECLUSION & RESTRAINT, AOD, PERINATAL & FAMILY etc.

I believe my attendance at this conference will be a worthwhile investment for our organisation:

1. The program has been developed by Professor Eimear Muir-Cochrane from Flinders University and is of extremely high quality. National and international speakers will provide me with practical information that I will bring back to the workplace and discuss with colleagues.
2. I will build a much larger network of peers and industry leaders to link in with to manage the day-to-day and more complex issues that arise in my work. I also intend to connect with representatives from NAME THE REPRESENTATIVES YOU WILL NETWORK WITH – both invaluable resources for local support and engagement.
3. Sharing and learning from peers and experts in mental health will also give me the opportunity to benchmark my practices and that of our organisation against other similar healthcare providers.
4. I will be keen to share with my colleagues the learnings from practical examples of clinical best practice, as well as conference materials such as presentations and resources. I will meet with my team following the conference to relay any key recommendations, contacts, resources and action items, and can circulate a report.
5. Lastly, supporting my attendance will be an investment in my professional growth which will bring a great return for our organisation. I would love the opportunity to fine tune my knowledge and skills set, which will help me to develop professionally, benefit our workplace and in turn, improve health outcomes for consumers.

The costs to attend the conference will be the registration fee (AMOUNT), travel expenses (ESTIMATE AMOUNT), accommodation (AMOUNT PER NIGHT/NUMBER OF NIGHTS), meals and parking. The total estimated cost for attending the conference is $<>.

[NOW YOU NEED TO SAY WHAT YOU ARE PREPARED TO PAY FOR YOURSELF – For example “I will be more than happy to pay for meals and the workshop cost, but I request financial support from the organisation to cover the conference registration fee, flights and accommodation for 3 nights”.

I do hope you look favourably on my request. I would be happy to discuss my proposal with you at your earliest convenience.

Many thanks in advance,

Yours sincerely,

YOUR NAME
POSITION TITLE
CONTACT INFORMATION