



ANCC

AMERICAN NURSES CREDENTIALING CENTER
ACCREDITATION

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TRANSITION
TO PRACTICE
SYMPOSIUM

MAY 15-17, 2023 | ORLANDO, FL

**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 13.5 continuing nursing education (CNE) credits for concurrent and poster sessions.

Choose from more than 35 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 2023 ANCC Transition to Practice Symposium® will be held May 15-17, 2023, in Orlando, Florida. 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:
 - Jared Narlock, author of *Becoming a Peaceful Powerful Leader*, who will discuss how each one of us has unique gifts and how to leverage them into a better leader.
 - Learn how to integrate safety science into your residency and fellowship from industry experts, Mary Jo Assi and Donna Cheek,
- I can choose from more than 30 concurrent sessions to gain valuable strategies I can then share with my team, on topics such as:
 - Fellowship: Promoting Wellbeing and Self-care for Yourself and Others
 - Safety Starts with Me: An Interprofessional Approach to Improving Team Communication
 - The Coach Calls the Shots: Onboarding New Graduate Nurses with a Coach Model of Precepting
 - Professional Pathways: Engaging Nurse Residents in Exclusive Experiences for Professional Growth and Development
 - A Blueprint for Success: Leading the Expansion of a Large APP Fellowship Expansion
 - EBP at Your Fingertips: Empowering Graduate Nurses with Technology
 - Let's Hang on! Ramping Up Nurse Resident Retention Strategies Post Pandemic

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 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, PTAP and APPFA
American Nurses Association

Expense Worksheet

To plan your trip and prepare this Expense Worksheet, visit www.nursingworld.org/ancc/transition-to-practice-symposium 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 2023 Transition to Practice Symposium



WEBSITE QUICK LINKS

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

