**Subject:** **Key Issues in Occupational Health Nursing**

**Joint RCN and SOM Occupational Health Nursing Conference and Exhibition 2018**

As part of my continuing professional development I would like to attend this one day conference being held on Friday 30th November 2018 at RCN HQ in London which counts towards 7.5 hours of participatory CPD.

This conference will bring together up to 150 occupational health nurses and technicians working across a broad spectrum of industries, to learn latest developments and share best practice in the field of occupational health nursing management and practice.

This conference will give me the opportunity to reflect on what I can do to improve how I work and I will return to the workplace inspired, with fresh ideas and knowledge to share with the team. This learning will ultimately help to improve standards within our organisation and thereby patient care.

The information, learning and contacts I will gain at the conference are unrivalled and are simply impractical to find either online or at any other comparable event. I feel that by supporting my attendance at the workshop it demonstrates **<insert organisation name>** commitment to my continuing professional development.

The detailed cost breakdown is listed in the table below.

|  |  |
| --- | --- |
| Delegate conference fee- including refreshments/lunch | £ |
| Travel cost  | £ |
| Accommodation cost | £ |
| Other | £ |
|  |  |
| **Total cost** | £ |

If you would like to learn more about the Joint RCN and SOM Occupational Health Nursing Conference & Exhibition 2018 feel free to contact me at **<insert telephone number>**. I would be happy to answer all of your questions. You can also find relevant information at [www.rcn.org.uk/OH18](http://www.rcn.org.uk/OH18)

I look forward to your reply and thank you for your time.

Kind regards,

**<Insert Name>**