**Subject: Leadership in nursing education: facing challenges, creating opportunities, RCN Education Forum National Conference & Exhibition 2019**

As part of my continuing professional development I would like to attend this two day conference to be held at Mercure Bristol Grand Hotel, Bristol, BS1 2EL on 12 – 13 March 2019 which counts towards over 17 hours of CPD.

This conference brings together all those involved in educating, supporting and developing the nursing workforce from across the United Kingdom to share latest developments, discuss innovative practice and debate learning within the clinical and educational settings.

Attended by over 250 delegates from across the 4 countries, this is the leading conference organised by nurse educators for nurse educators. themed programme streams: delegates can choose which sessions to attend and tailor their conference experience to their specific needsThere is a packed two day programme including talks by eminent keynote speakers, themed sessions that can be tailored to support my personal development including ViPERS, symposia, masterclasses and 60 poster presentations. 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 events.

I will leave this conference armed with updated on what is happening at local and national level, and with ideas and learning I can share with the whole team. I feel that by supporting my attendance at the conference it demonstrates **<insert organisation name>** commitment to my continuing professional development and to furthering standards of education.

The goal of attending a conference such as this, is to walk away with an experience that will benefit **<insert organisation name>**. It is an investment with short- and long-term benefits, which in these tough economic times is smart, both for my professional development and **<insert organisation name>**. Plus, the cost of this conference is great value for the amount of knowledge our organisation will gain, particularly when compared with commercial conference prices.

The detailed cost breakdown is listed in the table below.

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

Further delegates at the conference qualify for special reduced rates at nearby hotels all of which are within walking distance of the conference venue and can be booked up to 1 month before the conference (Subject to availability).

If you would like to learn more about the RCN Education Conference 2019 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/RCNED19

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

Kind regards,

**<Insert Name>**