**Subject:** **RCN International Nursing Research Conference and Exhibition**

**Sheffield Hallam University, Howard Street, Sheffield, S1 1WB**

As part of my continuing professional development I would like to attend this three day conference (1 and 2 day rates are available) to be held at the Sheffield Hallam University between 3-5 September 2018. Attending all 3 days accrues up to 27 hours CPD.

Attended by over 300 delegates in 2018, this flagship event brings opinion formers and leading researchers together to hear and experience exciting developments in nursing research. Keynote speakers at the top of their game support a programme that provides presenters with the opportunity to showcase research in a variety of formats, including ViPERS, symposia, posters and concurrent sessions. The information, learning and contacts I can gain at this event are substantial and not easily obtainable online or at other research events.

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, which is still at 2016 rates, is great value for the amount of knowledge our organisation will gain, particularly when compared with commercial conference prices. I will leave this conference with ideas and learning I can share with the whole team and which will give us an edge in evidence based nursing and innovation.

The detailed cost breakdown is listed in the table below.

|  |  |
| --- | --- |
| Delegate fee- including refreshments/lunch | £ |
| Travel cost | £ |
| Accommodation cost – specially negotiate rates available | £ |
| Other | £ |
|  |  |
| **Total cost** | £ |

If you would like to learn more about the RCN International Research 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/research19.

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

Kind regards,

**<Insert Name>**