

2011 AAHFN 7th Annual Conference Education Proposal

To: <manager's name>
From: <enter your name>
Date: <insert date>
Subject: **The American Association of Heart Failure Nurses 7th Annual Conference Education Proposal**

Dear <enter manager's name>:

I would like to attend the upcoming **7th Annual Conference of the American Association of Heart Failure Nurses (AAHFN)** taking place June 23 – 25, 2011 in Seattle, Washington.

The AAHFN Annual Conference will give me **immediate takeaways** that are directly applicable to my role on the <project(s) you are working on>. The AAHFN Annual Conference is designed to **give heart failure professionals what we need right now** to ensure our program's success.

Sessions are focused in three “**tracks**” and I will be able to mix and match sessions to obtain the education that's best for me and for our facility. The tracks are:

- **Cornerstones of Heart Failure**
- **Advanced Aspects of Heart Failure**
- **Global Aspects of Heart Failure**

The presentations offer **unparalleled in-depth learning opportunities** regarding the changing trends and shifts driving the **newest and most successful strategies in heart failure research. Cutting-edge educational programming with national experts** includes topics such as assessment of heart failure; cardiac testing and interpretation; pharmacologic therapies; latest clinical research; end-of-life care for patients with end stage heart failure; clinical care of heart failure patients; implantable device therapy – ICDs and pacemakers for heart failure; case studies; genetics; motivating patients and assisting caregivers; and differentiating systolic versus diastolic heart failure.

Every session is sharply focused on the practical needs of heart failure professionals charged with managing and leading through today's volatile environment. Participation in this conference will allow me to problem-solve with like-minded professionals and gain first-hand insights on <name specific topics that you are interested in>.

By attending this conference I will have the opportunity to earn up to 25 CNE¹ contact hours that will assist me in keeping my credentials current.

Additionally, after attending this meeting, I will be able to:

- Describe the state of the science of self management in heart failure.
- Integrate the recommendations of the ACC/AHA and HFSA Heart Failure Guidelines into personal practice.
- Identify patients who would benefit from device therapies (ICD, CRT, LVAD).
- Describe advanced practice aspects/issues of heart failure care.
- Manage the issues that are global to the heart failure population.
- Discuss the problems encountered in patients with heart failure and other comorbidities.
- Interpret research findings to appropriately improve practice.
- Describe approaches to enhance patient care delivery.
- Describe the pathophysiological processes and sequelae of heart failure.

¹ *The American Association of Heart Failure Nurses is an approved provider of continuing nursing education by the Washington State Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation. **Total CNE offered is based on the final program and is subject to change.***

The approximate breakdown of conference costs is:

<In this section, you will need to insert your estimated travel expenses.>

Early registration fee: \$250²

Note that if we register three or more individuals from our facility at the same time, we can pay a discounted fee of approximately \$225³ per person. Also, if we register six or more, we will receive one complimentary registration!

Airfare/Train/Car: <insert estimate flight or train/auto expenses>

Transportation: <insert estimate, Note: Downtown Airporter by Gray Line in Seattle, WA is approximately \$11 per adult one way

Hotel: <insert estimate based on \$199 per night plus taxes (currently 15.6%). For the full conference, you should plan to include at least three nights' hotel>

Meals: <insert estimate> (This cost is in addition to the complimentary breakfast⁴ and lunch included in the registration fee)

The total educational conference costs estimate: <total of above>.

I will submit a **written report post-conference** that will include summaries, major takeaway concepts, techniques or tips and **action items for each of the sessions** that I attend during the conference. In addition, I would be happy to give brief presentations to departmental colleagues or other groups within our facility.

If you would like more information on AAHFN and/or the Annual Conference, please visit www.aahfn.org.

Thank you. I look forward to your reply.

Sincerely,

<your name here>

² Based on the 2010 registration rate for an AAHFN member. This rate is subject to change pending the 2011 rates.

³ Based on the 2010 registration rate. This rate is subject to change pending the 2011 rates.

⁴ Pending sponsored symposia