**MEMORANDUM**

TO: [Your Supervisor’s Name]

FROM: [Your Name]

DATE:

RE: [Staff Development]

I am writing to request your support to attend IAFN’s 2019 International Conference on Forensic Nursing Science and Practice, September 11-14, in New Orleans, LA. This conference offers 80 live educational sessions, 15 evidence-based research sessions, 150 contact hours, networking opportunities, vendor demonstrations, and poster displays. All of these events are directly applicable to me as a forensic nurse. Educational sessions cover the following areas:

* Administration and Leadership
* Sexual Assault Nurse Examiner
* Pediatric Sexual Assault Nurse Examiner
* General Medical Forensics
* Intimate Partner Violence
* Death Investigation
* Working with Multidisciplinary Teams
* Psychiatry and Corrections
* Testimony and Court Proceedings

I understand the importance of maximizing our teams’ budget, including training costs. This conference provides an incredible amount of specialized education in one place, which is an efficient way to use our training budget, and minimize time away from the office.

Below is a detailed cost breakdown to attend this event:

Registration Fees:

Hotel:

Airfare:

Incidentals:

The IAFN’s 2019 International Conference on Forensic Nursing Science and Practice program is available online at [www.eventscribe.com/2019/IAFN](http://www.eventscribe.com/2019/IAFN) . We can review the schedule together to identify sessions that would be most beneficial to the company. We can also identify exhibitors that I should meet with to learn about their new products, services, and technologies.

I believe that the conference would be valuable for me to attend and would help me to achieve our forensic nursing program goals and my professional goals. It’s a great opportunity for me to network with industry professionals, discover numerous healthcare -leaders, attend valuable educational sessions, and grow my professional knowledge. I will also bring back the knowledge gained to share with the team.

Please let me know if you have any other questions about the conference.

Sincerely,

**[INSERT NAME]**