**[date]**

Dear **[your supervisor’s name]:**

To help provide **[your facility’s name]** and our patients with the best evidence-based care, I would like to attend the American College of Nurse-Midwives (ACNM) 61st Annual Meeting & Exhibition, which will be held May 21 - 26, 2016 in Albuquerque, NM.

The ACNM Annual Meeting is the primary continuing education, networking, trade exposition, and business meeting for certified nurse-midwives (CNMs) and certified midwives (CMs) and other women’s health care providers, attracting more than 1800 attendees. The meeting includes 5 full days of more than 23 hours of continuing education on pregnancy, birth, reproductive health, and the primary health care needs of women across the lifespan. ACNM also offers half- and full-day workshops for hands-on educational opportunities. In addition to a strong clinical focus, the ACNM Annual Meeting provides education on health policy topics, business and management, and marketing and communications to support successful midwifery practices. My registration fee will include access to audio recordings of several education sessions after the meeting, as well as speaker handouts, which I can share with my colleagues after the event.

After reviewing the ACNM Annual Meeting schedule, I have chosen a number of sessions that I believe are key in helping me gain additional knowledge and increasing my performance:

**[List sessions that will provide the greatest benefit to your facility. The list of educations sessions and workshops will be posted at** [www.midwife.org/am](http://www.midwife.org/am)**.]**

Additionally, the ACNM Annual Meeting features a full trade exposition of products and services related to women’s primary health care, pregnancy and birth, and reproductive health. I will be able to meet with over 100 vendors and suppliers and identify new products and services that could help us improve patient care and safety.

**[List exhibitors that will provide the greatest benefit to your facility. Exhibitors will be posted at** [www.midwife.org/am](http://www.midwife.org/am) **as they are confirmed.]**

**Costs**

The full price meeting registration fee for ACNM members is **$650** onsite, but can be reduced to **$475** if I register **by March 7, 2016.**

**[You will need to insert your travel cost numbers here.]**

Here is the breakdown of conference costs:

· Roundtrip Airfare: **<$xxxx>**

· Transportation: **<$xxxx>**

· Hotel: **<$xxxx>**

· Meals: **<$xxxx>**

· Registration Fee: **$475 by March 7, 2016, $650 after March 7, 2016**

The total costs associated with attending the Annual Meeting are: **<$xxxx>**.

Attending the ACNM 61st Annual Meeting will enhance my professional knowledge and skills, which will result in better patient outcomes. I will be able to meet with my peers and find out what’s working at facilities similar to ours, and how I can further advance midwifery. I also will be able to pass along much of what I learn to you and my colleagues. Thank you for your consideration of this request.

Sincerely,

**[your name]**