Dear **[Insert Supervisor’s Name],**

I would like to discuss the opportunity for me to attend AORN Global Surgical Conference & Expo 2025,

April 5-8, 2025. This conference is the premier perioperative event for all operating room professionals. Every year thousands of perioperative professionals gather for executive-level conference sessions, exclusive networking opportunities, hands-on demonstrations, and continuing education hours.

In addition, there will be over 50 live educational sessions and education tracks covering the following topics:

* Informatics
* Leadership/management
* Professional development
* Quality indicators
* Risk management
* Sterile processing
* Ambulatory
* Clinical
* Educator
* Evidence-based practice/research
* Global
* Infection control/infection prevention

**[INCLUDE IF YOU ATTENDED LAST YEAR]** I attended **AORN EXPO 2024**, where I learned how to make improvements to our practice **[LIST IMPROVEMENTS/INNOVATIONS HERE].**

I believe that the conference would be extremely valuable for me to attend and would help me to achieve our perioperative nursing goals. It’s a great opportunity for me to learn best practices, evaluate new products and solutions for our facility, and earn contact hours.

The conference takes place April 5-8, 2025, in Boston, MA. The cost of the trip would be my conference registration, and travel, including a hotel for four nights. I believe my attendance would be an important investment for the organization that will provide many benefits to our entire team and our patients.

Please let me know if you have any questions about the conference. Thank you for your consideration.

Sincerely,

**[Insert Name]**