

AMSN Convention Justification Worksheet

The 2025 AMSN Convention is the premier gathering for medical-surgical nurses. Learn best practices to integrate into your facility, discover the latest research, and hear proven strategies and solutions to integrate into your own practice.

Use this worksheet to create a personalized learning plan that reflects your specific needs and a compelling case for your attendance.

Identify the Benefits

Your/Your Organization's Need	AMSN Convention Offering That Meets Need
Understanding of the latest clinical practice guidelines and strategies	
Learning about the latest evidence-based research	
Improved patient care and quality outcomes	
Identification and implementation of best practices from around the country	
Awareness of new products and services related to medical-surgical nursing	
Demonstrating a return on investment of educational initiatives	
Other	

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Calculating Expenses

Your proposal to attend the 2025 AMSN Convention should include the anticipated cost to your organization. The following worksheet helps identify the common expenses associated with attending the convention.

Expenses	Notes	Estimated Cost
AMSN Convention Registration (includes all education sessions, exhibit hall access and social and networking events)	See the registration page for breakdown of cost by registration type	\$
Airfare	An estimate based on current airfare	\$
Hotel	\$274 + tax/night USD	\$
Ground Transportation	Taxis, ride share, etc.	\$
Food per Diem	Conferece fee includes beverage breaks and receptions	\$
Subtotal		\$
Other Expenses		
AMSN Membership	Become part of the AMSN community with membership to save on your convention registration fee	\$115
Grand Total		\$

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Letter to Your Supervisor

Use the below letter template to justify your attendance at the AMSN Convention to your supervisor or nurse manager.

To:

From:

Date:

Subject: Attending the 2025 AMSN Convention

I am writing to request budget approval to attend the Academy of Medical-Surgical Nurses (AMSN) Convention. I believe the opportunity to learn directly from the leaders and peers in our practice is invaluable to my own professional development. At the convention in Austin, Texas, I will gain knowledge and insight that I will put to use immediately upon my return and share with our colleagues, including:

I am seeking _____'s support for registration, travel, food, and lodging for the AMSN Convention. I understand my attendance at the convention is an investment of both time and money, so I have outlined my anticipated expenses and the return on investment, attached.

The total cost, including all education sessions and travel costs, is approximately \$ _____

The specific benefits to our facility resulting from my attendance at this year's AMSN Convention are substantial, making this an appropriate use of our education budget and my time away from work.

I appreciate your consideration of my request. If further information is needed, please let me know.

Sincerely,