

**[Sample letter/email to supervisor]**

Hi \_\_\_\_\_:

I am writing to request approval to attend the Association for Professionals in Infection Control and Epidemiology's (APIC) 44<sup>th</sup> Annual Conference, APIC 2017, on June 14-16 in Portland, OR.

In looking through the conference sessions, I immediately identified several sessions dealing with preventing healthcare-associated infections and addressing emerging threats. These include:

*[Download the Education Preview on the website to select courses most relevant to your needs. You can also use the Online Program Planner to view full session descriptions and speaker bios beginning in early February.]*

- [list 1<sup>st</sup> session description here + learning objectives]
- [list 2<sup>nd</sup> session description here + learning objectives]
- [list 3<sup>rd</sup> session description here + learning objectives]

As an attendee, I will receive a copy of the standard conference proceedings. The proceedings include up to 100 session recordings (synced with the slides)—so I can come back and report on what I learned and share with the rest of team.

More than 200 poster presentations and oral abstracts on emerging issues and leading science will be presented and also available to me through the conference app, so I will be able to access the posters via mobile.

APIC 2017 also features a large exhibit hall with 270+ vendors exhibiting the latest products and equipment.

The combination of these resources should give our facility a heads-up on issues we must prepare to address—and some tools to do just that.

I really believe that this conference will both reinforce what we're doing well already and provide me new strategies for moving us forward in reducing infections, saving lives, improving our bottom line, and being a best-in-class facility.

In short, I believe the return on this investment will be invaluable to our facility, and I am happy to provide more details if needed.

I look forward to your favorable review of my request.

Sincerely,

[your name]

## **[Sample Format for Reporting Back and Sharing the Learning after APIC 2017]**

*This sample structure is intended to provide a guide for reporting back to others in your organization. What did you learn at APIC 2017 (from the sessions, discussions with colleagues, and visiting the exhibit hall) that can be applied in your facility?*

### **Initial Goals**

*What goals did you set before you left for APIC 2017? Did you identify specific goals in the areas of professional development, emerging issues, new tools and technology, and/or networking?*

### **Top-Line Findings**

*What are the 3-5 most important, interesting, or valuable things you took away from APIC 2017?*

*What were the emerging issues that you want your team to address?*

### **Takeaways from Key Sessions**

*What were the top takeaways from each session you attended (1-2 paragraphs or bullets of your key takeaways)*

### **New Tools to Know About**

*What equipment or devices caught your attention? What might be applicable in your organization that you'd like to add to your budget wish list? Is there anything that's a future "must have"?*

### **Networking News**

*Did you pick up any business cards or make any contacts that will be particularly useful to others in your organization? Did you learn things from your casual conversations that are worth sharing with your boss and/or your team?*

## Six reasons to attend APIC 2017

Join with thousands of your colleagues at APIC 2017 to listen, learn, and contribute to creating a safer world through the prevention of infection. APIC's 44<sup>th</sup> Annual Conference, June 14-16 in Portland, Oregon, is *the* premier forum for infection prevention and epidemiology professionals.

- 1. Gain life-saving knowledge and cutting-edge education.** Select from two pre-conference workshops and more than 90 educational sessions and workshops at the forefront of innovation and best practices in infection prevention. APIC 2017 features three full days with leading, clinical, public health, and industry experts and thought leaders.
- 2. Customize your learning through multiple topic tracks.** Choose from plenaries, concurrent sessions of 60 or 30 minutes, and two and half hour in-depth workshops across eight topic tracks.
- 3. Discover emerging issues.** Stay ahead of industry hot topics and discuss how to prevent problems and apply lessons learned. You'll find plenaries, sessions, workshops, and oral abstract presentations on critical issues like antibiotic stewardship and multi-drug resistant organisms. Plus, earn CNE contact hours.
- 4. Connect (and reconnect) with colleagues.** Catch up with old friends and expand your "go to roster" of healthcare professionals. From the welcome reception to the closing plenary, APIC 2017 offers unsurpassed opportunities to network with colleagues from across the U.S. and around the world.
- 5. Experience the newest products and technology.** Explore the leading edge of science and technology in largest exhibit hall dedicated to infection prevention. Engage with 270+ exhibitors as they provide hands-on demonstrations and showcase the latest in equipment, devices, and services.
- 6. Share best practices.** Leave Portland but not the learning behind. Attendees receive a copy of the standard conference proceedings, which includes educational sessions synced with presentation slides. This means you can go back, catch up on what you missed, and share the most relevant sessions with the rest of your team.