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Dear (Manager, Administrative Executive, etc.):

**SUBJECT: PRNABC Biennial Conference June 9th – 12th, 2022**

Continuing education is essential for the promotion and advancement of excellence in the provision of safe perioperative care for patients, professional growth and for the progression of perioperative professional practice at regional, provincial, national & international levels. PNABC professionals are leaders in perioperative practice & patient safety through a strong, unified provincial association that enhances and advances the practice of perioperative Registered Nurses & Associates. This Association is the provincial conglomerate of ORNAC, our national perioperative standards creator. The latest standards and best practices help to ensure patient safety, infection prevention, and exemplary customer service remain a top priority.

The PNABC Biennial Conference, June 9th – 12th, 2022, “The Peak of Excellence in Perioperative Care” held at Sun Peaks Resort, Kamloops BC, will touch on these essentials. Dozens of Perioperative Nurse professionals from BC and Western Canada will attend this leading educational conference. Over the course of three days, PNABC professionals of all backgrounds and experience levels are educated on a wide array of timely and pertinent subjects impacting the discipline and are given the tools they need to immediately apply valuable, practical knowledge in their respective theatres.

The biennial conference will feature discussion forums, informative exhibits, learning annexes, and several networking opportunities that will allow attendees to share insights and best practices with peers, and gather useful information from leading industry experts.

I believe many of these sessions will be of significant interest/benefit to our department. I also welcome additional suggestions to help make the most of my attendance. I hope you will agree that my attendance at the PNABC Biennial National Conference will be of great value to my department, theatres and the patients under our hands. Please let me know if you have any questions or concerns or require additional information.

I have included a document with an expense breakdown for your review. Thank you for considering my request, and I look forward to discussing the opportunity further.

Thank you for your time and consideration.

Sincerely,

(Signature)