

Sample Letter/Email to Supervisor in Support of Your Attendance at APIC 2019

Dear [Supervisor Name],

I am writing to request approval to attend the Association for Professionals in Infection Control and Epidemiology's (APIC) 46th Annual Conference, held June 12–14 in Philadelphia, PA. APIC 2019 is my opportunity to join with thousands of fellow infection prevention and control professionals, for one of the most inspirational events in infection prevention training and development.

I'll have access to learning, networking, and inspiration to help me succeed in my role. The opportunities available by attending APIC 2019 include:

- 1. Life-saving knowledge and cutting-edge education.** 100+ educational sessions and workshops provide innovation and best practices in infection prevention and control. APIC 2019 features three full days of education from leading clinical, public health, and industry experts and thought leaders.
- 2. Customized learning.** I'll be able to choose from plenaries, concurrent sessions, and workshops across different topic tracks, to make sure that the schedule is best suited for my role.
- 3. Emerging issues.** It's vital that I stay ahead of critical topics in our industry and have access to the tools and resources to implement and lead the most effective IPC program available for our facility. APIC 2019 will provide practical solutions to do just that. Plus, more than 100 posters and oral abstracts on emerging issues and leading science will be presented.
- 4. Connections with fellow industry professionals.** APIC 2019 offers unsurpassed opportunities to network with colleagues from across the U.S. and around the world—to share practices and experiences and enhance my network of fellow infection prevention and control professionals.
- 5. Experiencing the newest products and technology.** I'll be able to explore the leading edge of science and technology in the largest exhibit hall dedicated to infection prevention—with 270+ exhibitors, providing hands-on demonstrations and showcasing the latest in equipment, devices, and services.
- 6. Continued learning.** As an attendee, I will receive the conference proceedings, which means I'll have access to 100+ online session recordings (synced audio and presentation slides). I can view additional sessions after the conference and share relevant sessions with the team.

The combination of resources available through APIC 2019 will enable our facility to stay ahead of emerging critical issues and provide the tools to address them. This conference will both reinforce what we're already doing well and provide new strategies for moving forward to reduce infections, save lives, improve our bottom line, and be a best-in-class facility.

I believe the return on this investment will be invaluable to our facility.

Sincerely,
[Your Name]

[Sample Format for Reporting Back and Sharing the Learning after APIC 2019]

This sample structure is intended to provide a guide for reporting back to others in your organization. What did you learn at APIC 2019 (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 2019? 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 2019?

What emerging issues do you want your team to address?

Takeaways from Key Sessions

What were the top takeaways from each session you attended? (Provide 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?