**SPN Annual Conference Justification Worksheet**

The SPN Annual Conference, taking place at the Renaissance Orlando at SeaWorld from Monday, April 27 - Wednesday, April 29, 2026, is where the pediatric nursing community gathers to learn best practices to enhance patient experience, grow their professional network with fellow pediatric nurses from across the country, and create a professional development plan through networking and participation in education sessions.

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

**Identify the Benefits**

Justify your attendance by making a direct correlation between the sessions and experiences you’ll have at the SPN Annual Conference and your organization’s needs. We got it started for you.

|  |  |
| --- | --- |
| Your Organization’s Need | SPN Annual Conference Offering that Meets That Need |
| Enhanced patient experience and high-quality care |  |
| Decreased nurse turnover |  |
|  |  |
|  |  |
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**NCPD Contact Hours**

The Society of Pediatric Nurses is accredited as a provider of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation.

Provider approved by the California Board of Registered Nursing, Provider Number 16532, for up to **23.50 NCPD contact hours** to be awarded at the SPN 36th Annual Conference.

**Learning Objectives**

As a result of attending the SPN 36th Annual Conference, attendees will be able to:

* Grow their professional network by collaborating with peers and experts in the pediatric nursing specialty.
* Learn best practices that enhance patient experience, quality care, cost reduction, and promote healthy work environments.
* Implement new knowledge to promote best practices in the organizational setting.
* Create a professional development plan through networking and participation in educational sessions.

**Calculating Expenses**

Your proposal to attend the SPN Annual Conference should include the anticipated cost to your organization. The following worksheet helps identify the common expenses associated with attending the conference.

**Step 1: Determine Your Registration Fee**

|  |  |  |  |
| --- | --- | --- | --- |
| Registration Type | Early Bird Pricing  (By March 9, 2026) | Regular Pricing  (After March 9, 2026) | |
| Member Full Conference | $650 | $795 | |
| Non-Member Full Conference | $775 | $925 | |
| Student Member Full Conference | $435 | $475 | |
| Student Non-Member Full Conference | $470 | $545 | |
| Exhibitor – Full Conference | $650 | $795 | |
| Exhibit Hall Only | $300 | | |
| Guest\* *Must be registered with attendee* | $295 | | |
| Member - Pre-Conference Workshop | $155 | | |
| Non-Member Pre-Conference Workshop | $205 | | |
| Subtotal A | $ | | $ |

**Step 2: Determine Your Travel Expenses**

|  |  |  |
| --- | --- | --- |
| Expense | Notes | Estimated Cost |
| Airfare | Estimate based on current airfare prices | $ |
| Hotel | Renaissance Orlando at SeaWorld Hotel: $259 + Taxes and Fees | $ |
| Ground Transportation | Lyft, Uber, Taxi’s, ETC. | $ |
| Food Per Diem | Conference Fee Includes  Monday: Opening Reception *(light apps)*  Tuesday: Coffee, lunch, + PNE Reception *(dessert)*  Wednesday: Coffee + lunch | $ |
| Subtotal B |  | $ |

**Step 3: Determine Your Overall Expenses**

Add Subtotal A and Subtotal B**: $\_\_\_\_\_\_\_\_\_\_\_\_**

**Justify Your Attendance**

*Customize this letter template to send to your supervisor along with the supporting documentation.*

Subject: I would like to attend SPN’s 36th Annual Conference

Dear [Insert Supervisor’s Name],

I am interested in attending the SPN 36th Annual Conference, presented by the Society of Pediatric Nurses, taking place April 27–April 29, 2026, at the Renaissance Orlando at Seaworld in Orlando, Florida. This event is exclusively designed for pediatric nurses, healthcare professionals, and organizations with an interest in pediatric nursing and pediatric healthcare. At the conference, I will connect with 500+ fellow pediatric nurses to grow my professional network and share best practices that enhance patient experience and quality care, support cost reduction, and promote a healthy work environment.

Through an education program consisting of four general sessions, 55+ concurrent sessions, and 90+ poster presentations, the variety of educational topics will allow me to learn skills directly applicable to my work on **<unit goals/best practices you are working on>.** From these sessions, I will learn new knowledge and innovative ideas to implement immediately in practice and in the organizational setting upon my return.

**<insert a few specific topics or sessions you are interested in>** are just a few of the educational offerings that willenhance my performance here at **<name of unit and organization>**. This education will provide me with nursing continuing professional development hours that I can apply toward renewing my nursing license and my **<insert other advanced certifications requiring contact hours for renewal>**. The SPN Annual Conference also features an exhibit hall that showcases many innovative products, services, and resources for pediatric nurses. I am seeking **<organization’s name>** sponsorship for some of the expenses listed below for the conference.

|  |  |
| --- | --- |
| **Registration Fee** |  |
| **Pre-Conference Registration Add-On** |  |
| **Airfare** |  |
| **Ground Transportation** |  |
| **Hotel** |  |
| **Meals** |  |
| **Total Cost** |  |

If approved to attend, I am happy to submit a summary of my learning and provide a review of the event to inform you of your decision on any future attendance by me or my colleagues. For more information about the SPN Annual Conference, visit [www.pedsnurses.org/annual-conference](http://www.pedsnurses.org/annual-conference).

Sincerely,