

Date

MANAGER NAME

EMPLOYER NAME

EMPLOYER ADDDRESS

SUBURB STATE POSTCODE

Dear <<Manager>>  
  
I would like to attend the Australian College of Mental Health Nurses 49th International Mental Health Nursing Conference in Brisbane from Wednesday 10 to Friday 12 September 2025.

The aim of my attendance at this event will be to enhance my practice, network with colleagues, expose myself to innovative ideas, evidence-based concepts, new and emerging therapies, and network with like-minded colleagues. I would also like to provide an in-service to other staff on my return to the unit/service/ward (DELETE WHICHEVER DOES NOT APPLY TO YOU) outlining the key learnings from my attendance at the conference – sharing new knowledge and helping to bridge the research-practice gap.

I understand that the theme *‘Mental Health Nursing – Our Identity, Influence, and Impact,’* will be supported by a number of streams, each with a strong focus on evidence-based examples of best practice.

Information of areas of discussion, including:

* Future Mental Health Nursing Workforce
* First Nations Mental Health
* Contemporary Issues
* Workplace Mental Health and Wellbeing
* Child and Adolescent Mental Health
* Clinical Supervision
* Supporting Workforce
* Technology and Mental Health
* Innovation and Opportunity
* Research to Practice
* Co-design and Co-production
* Mental Health Nurse Education

The 49th ACMHN will also include invited speakers and social activities. Between the three days of conference programming, there will be multiple opportunities for interaction between delegates, speakers, and sponsors and for showcasing products.

I am particularly interested in attending– TALK ABOUT SOME OF THE TOPIC SESSIONS THAT YOU ARE PARTICULARLY INERESTED IN AND WHICH ARE MOST RELEVANT TO YOUR PRACTICE.

I believe my attendance at this conference will be a worthwhile investment for our organisation:

1. High-quality conference program, which was built by the 49th ACMHN's Scientific Committee members, who bring passion and commitment to their role.
2. Conference speakers, who are leaders in the field of mental health nursing, will provide me with practical information that I will bring back to the workplace and discuss with colleagues.
3. I will build a much larger network of peers and industry leaders to link in to manage the day-to-day and more complex issues that arise in my work. I also intend to connect with representatives from NAME THE REPRESENTATIVES YOU WILL NETWORK WITH – invaluable local support and engagement resources.
4. Sharing and learning from peers and experts in mental health will also allow me to benchmark my practices and that of our organisation against other similar healthcare providers.
5. I will be keen to share with my colleagues the learnings from practical examples of clinical best practices and conference materials such as presentations and resources. I will meet with my team following the conference to relay any key recommendations, contacts, resources, and action items and circulate a report.
6. Lastly, supporting my attendance will be an investment in my professional growth, which will bring a great return for our organisation. I would love the opportunity to fine-tune my knowledge and skills set, which will help me develop professionally, benefit our workplace, and, in turn, improve health outcomes for consumers.

The costs to attend the conference will be the registration fee (AMOUNT), travel expenses (ESTIMATE AMOUNT), accommodation (AMOUNT PER NIGHT/NUMBER OF NIGHTS), meals and parking. The total estimated cost for attending the conference is $<>.

([registration page link can be found here](https://conlog.eventsair.com/acmhn-2025/registration))

[NOW YOU NEED TO SAY WHAT YOU ARE PREPARED TO PAY FOR YOURSELF – For example “I will be more than happy to pay for tickets to attend the social functions, but I request financial support from the organisation to cover the conference registration fee, flights and accommodation for 3 nights”.

I hope you will consider my request favourably. I am available to discuss my proposal at your earliest convenience.

Many thanks in advance,

Yours sincerely,

YOUR NAME  
POSITION TITLE  
CONTACT INFORMATION