



Professional Development & Practice Summit 2026

April 14-17, 2026 | Orlando, FL

**Professional Development & Practice
Summit Attendance Justification Toolkit**

CONTENTS

How to share the value of this event	3
Sample justification letter	4
Sample expense worksheet	5
Registration information	6

How to Share the Value of Attending the 2026 Professional Development & Practice Summit with Your Leaders



GENERAL TIPS

Before you make your case:

1. Prepare a plan detailing how your duties will be covered while you're at the conferences.
2. Focus on the specific event benefits/value you will bring back to your team (see below).
3. Review the summit agenda and select the concurrent sessions you think will bring the greatest benefit to you and your colleagues.
4. Review and customize the sample letter on page 4.
5. Review and complete the expense worksheet on page 5.

The reasons listed here are just suggestions. You may have other reasons to attend this event. Be sure to include them when you make your case!

REASONS WHY YOU SHOULD ATTEND THIS YEAR'S SYMPOSIUM

Here are some compelling reasons for you to attend this year's summit. Use them to bolster your case and supplement the information in the sample letter to your leader.

- You'll be able to choose from multiple concurrent sessions, panels, and posters.
- You'll be able to share everything you learn with your team and your organization with tools provided from presentations.
- You'll learn best practices on precepting, wellbeing, recruitment and retentions, and more!

For example:

- **UNDERSTAND** the long-term value and return on investment of becoming an American Nurses Credentialing Center (ANCC) accredited program.

- **LEARN** how to leverage the ANCC accreditation frameworks.
- **NETWORK** with nursing, APP, and interprofessional colleagues from ANCC accredited organizations and programs, as well as applicant organizations, across the globe.
- If you meet eligibility requirements, you may earn up to **17.5 ANCC CNE Credit and/or 17.5 CME** credits through qualifying General Sessions, Concurrent Sessions, and Poster Presentations.

Choose from more than 100 concurrent sessions. Each concurrent session provides the opportunity to meet with change makers and connect with the speakers and other attendees!

Sample letter

Use this sample letter as a guide to articulate the value of attending the summit. Review the agenda and customize the sections below by selecting the concurrent sessions most relevant to your role, team, or organizational priorities.

[Date]

Dear [leader's name]:

The 2026 ANCC Professional Development & Practice Summit will be held April 14-17, 2026 in Orlando, Florida. This conference will provide a great opportunity to learn from the country's most innovative leaders in nursing education and practice. I will be able to bring back to our organization proven solutions to address our toughest nursing challenges.

Here's how this summit can benefit my team:

- I will attend general sessions where I will learn strategies to:
 - Integrate nursing continuing professional development into our transition to practice program lead with passion and purpose while also taking risks.
- I can choose from more than 100 concurrent sessions to gain valuable strategies I can then share with my team, on topics such as:
 -
 -
 -
 -
 -
 -
- I can earn up to 17.5 hours of accredited professional development credit to use towards licensure or maintenance of board certification.

A detailed cost breakdown is attached. It includes registration fees as well as travel, hotel and transportation expenses. I've also prepared a staffing plan to cover my absence while I'm gone.

I hope you'll agree — the 2026 ANCC Professional Development & Practice Summit is a wise investment that we can't afford to miss!

Thank you for your consideration.

Sincerely,

Your Name
Your Title

Expense Worksheet

To plan your trip and prepare this Expense Worksheet, visit pdpsummit.nursingworld.org for the updated fees, housing links, safety protocols, and more.

Expense	Explanation	Cost
Registration Fee (Include any additional fees associated with preconference sessions you wish to attend.)	Registration fee includes 1. 2. 3.	\$
Airfare	Air mileage points available to offset airfare?	\$
Lodging/Hotel (Please use only the housing links found on the conference site.)	Number of nights, room rate, taxes	\$
Transportation Fees	Taxi/car rental/airport shuttle	\$
Mileage/Parking Reimbursement	Driving to the conference or to the airport for your flight? Other modes of transportation?	\$
Food per diem	Refer to your company's policy on food per diem	\$
	Subtotal	\$
	× Number of Employees Attending	
	TOTAL	\$

Visit the 2026 Professional Development & Practice Summit



To register or to view more details, visit our website by scanning the QR code.



WEBSITE QUICK LINKS

- Who Should Attend
- Registration Details
 - Cancellation/ Refund Information
- Schedule
 - Posters
- CNE Information
 - CNE Credit Eligibility
 - Claiming CNE Credit(s)
- Hotel

Professional Development & Practice Summit 2026

APRIL 14-17, 2026
Orlando, Florida

