TEMPLATE FOR CONFERENCE RETURN ON INVESTMENT LETTER

Date

Name

Title

Address

Email address

Dear xxx,

As you are aware having a robust infection prevention and control (IPAC) program is dependent on ICPs having knowledge of, and access to, the most current information and research findings in the field. One of the greatest opportunities for ICPs to obtain this information in a timely manner is attending the annual IPAC Canada National Education Conference. This is also the most efficient opportunity for ICPs to find out what other organizations are doing to address shared issues.

The 2022 IPAC Canada National Education Conference will held on a virtual platform, April 25-27, 2022, with a PreConference event to be held on April 21, 2022. The conference theme is *Connecting People Science Practice.*  The conference program (<https://ipac-canada.org/ipac-canada-annual-conference.php>) addresses not only the cutting edge practices but also the common challenges faced by IPAC today. Networking allows attendees to discuss insights, recommendations and best practice with peers and gather useful information from vendors whose products and services add to the tools of a progressive IPAC program.

I would appreciate the opportunity to review the program with you and highlight the opportunities to address our current challenges. Once discussing, I hope you would agree that attending the IPAC Canada 2022 Conference will be of great value to the department and to expanding my IPAC expertise. I have included an expense breakdown for your review.

The 2022 virtual conference fee has yet to be determined. The 2021 virtual conference fee was $350 plus GST.

Thank you for considering my request and I look forward to discussing this opportunity further.

Sincerely,

(Signature)

Name

Title

Department

Telephone: