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 2023 IPAC Canada National Education Conference will held in Vancouver, May 28-31, 2023. The conference theme is *Resilience, Recovery, Reunited, The Path Forward.*  The conference program is being developed to address not only cutting edge practices but also the common challenges faced by IPAC and Infection Prevention and Control Professionals today. Networking allows attendees to discuss insights, recommendations and best practice with peers and gather useful information from industry partners whose products and services add to the tools of a progressive IPAC program.

While selected plenary and concurrent sessions will be live-streamed, the full educational impact of this conference will be experienced in-person.

 I would appreciate the opportunity to review the program with you and highlight the opportunities to address our current challenges. I hope you would agree that attending the IPAC Canada 2023 Conference will be of great value to the department and to expanding my IPAC expertise. I have included an expense breakdown for your review.

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

Sincerely,

(Signature)

Name

Title

Department

Email

Telephone:

IPAC CANADA 2023 NATIONAL EDUCATION CONFERENCE

VANCOUVER, MAY 28-31, 2023

EXPENSE BREAKDOWN (as of xxxx)

|  |  |
| --- | --- |
| TRAVEL (RETURN xxxx TO Vancouver ) | $ xxxx |
| ACCOMMODATION (Pinnacle Harbour Vancouver – Headquarter Hotel rate $295 per night plus 17.5% taxes – 3 nights) | $ 1,040.00 |
|  |  |
| * Or – DAILY PARKING - $25 per day x 4 days
 | $100 |
|  |  |
| REGISTRATION (CONFERENCE) – to be confirmedMember - $1,125Non-Member - $1,425Plus 5% GSTVIRTUAL – to be confirmedMember - $400Non-Member - $500Plus 5% GST | $ xxxx |
| MEALS NOT PROVIDED AT CONFERENCE Breakfast x 2 @ $15.00 = $30Lunch x 2 @ $20.00 = $40Dinner x 3 @ $40.00 = $120 | $190.00 |
|  |  |
| TOTAL FOR DISCUSSION PURPOSES | $ XXXX |