



ANCC PATHWAY TO EXCELLENCE CONFERENCE®

WEST PALM BEACH, FL
MAY 13-15, 2020
pathwaycon.org

IGNITING



PEOPLE. ORGANIZATION. WORK ENVIRONMENT. RESULTS.

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HOW TO ...

Share the Value of This Conference with Your Boss/Supervisor

GENERAL TIPS

Before you make your case:

- Prepare a plan to show your boss who will cover for you while you're at the conference.
- Focus on specific conference benefits and the value you will bring back to your organization (see below).
- Review the conference agenda [here](#) and select the concurrent sessions you think are most relevant.
- Review and customize the sample letter on [page 4](#).
- Review and complete the expense worksheet on [page 5](#).

Remember, the reasons listed here are suggestions only. You may have other compelling reasons to attend this conference. Be sure to include them when you make your case!

WHY YOU SHOULD ATTEND THE ANCC PATHWAY TO EXCELLENCE CONFERENCE®

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

- You'll get your organization on the right path to nursing excellence.
- You'll be able to share everything you learn with your nursing team and your organization.
- You'll learn strategies to create a positive practice environment and transform your organization's culture. For example:
 - Network with nursing colleagues and administrators from Pathway-designated and applicant organizations.
 - Understand the long-term value and return on investment of becoming a Pathway to Excellence organization, and how to achieve this distinction.
 - Learn how to align your nursing environment with the Pathway to Excellence practice standards, increase nurse job satisfaction, and improve organizational outcomes.

Plus, you'll connect with change makers, be able to choose from more than **16 concurrent sessions**, and earn CE credits!

The American Nurses Association Center for Continuing Education and Professional Development is accredited as a provider of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation.

ANA is approved by the California Board of Registered Nursing, Provider Number CEP 17219.

SAMPLE LETTER

[Date]

Dear [supervisor's name]:

The 2020 ANCC Pathway to Excellence Conference® will be held May 13–15, 2020, in West Palm Beach, FL. I believe this is a great opportunity to learn from the country's most innovative healthcare leaders and bring back proven solutions to address our toughest nursing challenges.

Here's how the conference can benefit <name of organization>:

- I'll attend **powerful general sessions** to learn strategies to improve workforce morale, resilience, and passion!
 - ***Redefining the Possible in Nursing and the Future of Healthcare***: I'll learn about the cultural and behavioral shifts that must take place in healthcare to empower nurses and drive impactful innovation forward.
 - ***The Other End of the Stethoscope***: I'll be inspired by speakers like Marcus Engel, who was blinded and severely injured by a drunk driver and now uses his journey to inspire nurses to reignite their passion for providing excellent patient care.
 - ***Cultivating a Healthy Workforce by Addressing Disruptive Behaviors***: I will learn strategies for creating a more positive work environment, such as identifying disruptive behaviors that undermine a culture of safety, how to set behavioral expectations with employees, and how to hold staff accountable for professional behavior.
- I can choose from more than **16 concurrent sessions** to gain valuable strategies we can use to:

- Marry clinical improvement with shared governance to boost satisfaction and engagement.
- Sustain nursing-sensitive quality indicators over time.
- Manage stress and build a more resilient nursing team.
- Cultivate competent, influential nurse leaders.
- Enhance unit culture with simple, cost-effective changes.
- Engage nurses through the power of professional development.
- Improve quality and safety from a global perspective.
- Turn excuses into results and transform an underperforming workforce.

A detailed cost breakdown is attached. It includes the registration fee, 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 2020 ANCC Pathway to Excellence Conference is a wise investment that we can't afford to miss!

Thank you for your consideration.

Sincerely,

SAMPLE EXPENSE WORKSHEET

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	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	\$
	Total Number of Employees Attending	
	TOTAL	\$

CONFERENCE REGISTRATION OPTIONS

REGISTRATION TYPE	EARLY BIRD Through February 7	ADVANCE February 8–April 10	REGULAR RATE April 11–On-site
Group* *3 or more registrants from the same facility	\$635 per registrant	\$735 per registrant	\$885 per registrant
Individual	\$650	\$750	\$900
Thursday Only	\$550	\$550	\$550

Dates subject to change. After April 10, 2020, regular registration fees will apply, and registrations will be accepted pending space availability only.

ADDITIONAL REGISTRATION OPTIONS

TICKET TYPE	RATE
Pathway Applicant Preconference Workshop (4.0 CH) (Note: The full conference does not include this workshop. Only full conference attendees may register.)	\$499
Getting Started: Magnet® Program Guidance	\$999
New Nurse Manager Basics Workshop	\$599
Pathway® Program Directors Session	\$25

REGISTRATION

DETAILS

- New registration platform! Feel free to reach out to MCI if you have any registration inquiries.
- All registrations must be completed online.
- Preferred method of payment is by debit/credit card or wire transfer. Checks are accepted as well. Payments must be received within 14 days after registration is submitted. The option to pay by check ends on April 10, 2020.
- Beginning April 11, 2020, all registrations must be paid online with a debit/credit card.
- No paper registration forms. Simply use a credit card or select "Submit Check" as your payment method on the online form.
- If you are paying by check or wire, **payment MUST be received within 14 days of registration**. Otherwise your registration will be subject to cancellation or an increase in registration fee.
- For payment details, [click here](#).
- For access to a W9 form, [click here](#).
- Incomplete registrations will not be saved. To finalize your registration, payment must be received.
- Full conference cancellations received by April 10, 2020, receive a full refund less the administrative fee (\$100).
- No refunds will be made for cancellations received after April 10, 2020.
- Promotions/discounts are not retroactive and cannot be applied to previously purchased individual or group registrations.
- Purchase orders and invoice requests are not accepted.
- Paid registrations will be confirmed by email. If you do not receive your confirmation or need a replacement copy, please contact us at pathway@mcievents.com.

GROUP REGISTRATION

- A minimum of **three** registrants from the same facility or system must register and pay at the same time.
- You may register and pay for TBD attendees and fill in their names by April 10, 2020.
- Promo codes do not apply to group registration.
- Group discounts are not retroactive and cannot be applied to previously purchased individual registrations.

SUBSTITUTIONS/TBDS

- All substitutions and TBD updates **MUST** be completed by April 10, 2020.
- To make a substitution, contact ANCC registration at pathway@mcievents.com or 1.800.908.9102.

ADVANCE PREPARATION FOR ON-SITE REGISTRATION

- Payment issues create delays at registration. If there is a balance due, please ensure it is resolved before you arrive at the conference. Contact pathway@mcievents.com for payment inquiries.
- The email address you registered with us is used for your CE records and gives you access to the conference app. Contact pathway@mcievents.com if you need your confirmation email resent.
- If you are part of a group registration, ensure that all group members have completed their registrations.
- Make sure that all registration changes, corrections, substitutions, and/or TBD updates are completed by April 10, 2020.
- If you have no pending transactions at registration, please pick up your badge at Express Check-in.
- Finally, print and bring your barcode. It will be emailed to you one week before the start of the conference. This barcode will assist with a speedy check-in. Please email pathway@mcievents.com if you do not receive a barcode by May 8, 2020.

ADA ACCOMMODATIONS

ANCC complies with the Americans with Disabilities Act and strives to ensure that no individual with a disability is deprived of the opportunity to participate in this program solely by reason of that disability. Reasonable request for accommodations can be made by sending an email by April 10, 2020, to meetings@ana.org.

DIETARY RESTRICTIONS

ANCC tries to offer a wide selection of meals throughout the event to cater to different dietary requirements. ANCC does not claim to be allergen-free. We encourage conference participants to take necessary medical precautions to prepare for the possibility of exposure to allergens. Dietary requests can be sent in writing by April 10, 2020, to meetings@ana.org.

REGISTRATION

BALANCE DUE

- Registrations are not considered complete until full payment is made.
- Registrants will not be permitted into any conference events until balance is reconciled.
- If you are paying by check or wire transfer, payment must be received within 14 days of your registration date. Your registration will be subject to cancellation or increase in registration fee if payment is not received in 14 days.

BADGE PICKUP

- **Badge pickup begins Wednesday, May 13, 2020.**
- Registration is open Wednesday, May 13, from 7:00 a.m. to 6:00 p.m.
- Plan to pick up your conference badge and materials on Wednesday by 2:00 p.m. for a fast and easy registration experience.
- The opening program begins Wednesday at 5:00 p.m. Don't miss a minute of this exciting session!
- **BONUS!** All attendees who pick up their badges on Wednesday, May 13, 2020, before 2:00 p.m. will be automatically entered in a drawing for a \$100 Visa gift card. Use it to enjoy West Palm Beach!

REGISTRATION CANCELLATION/REFUNDS

- **Deadline for receipt of cancellations: 11:59 p.m. ET on April 10, 2020.**
- Cancellations must be submitted in writing to pathway@mcievents.com and should include the registration ID number and registrant name(s).
- Cancellations are not accepted by phone.
- All full conference cancellations are subject to a \$100 administrative fee per registrant.
- If you are paying by check or wire transfer, payment must be received within 14 days of your registration date. Your registration will be subject to cancellation or increase in registration fee if payment is not received in 14 days.
- Tickets to additional events (Pathway Applicant Workshop, Pathway Program Directors Session, New Nurse Manager Basics Workshop, Getting Started: Magnet Program Guidance) are **nonrefundable**.
- **Donations are nonrefundable.**
- Full conference cancellation notice received on or before April 10, 2020, will receive a full refund less the administrative fee.
- No refunds will be issued for cancellations received after April 10, 2020.
- Promotions/discounts are not retroactive and cannot be applied to previously purchased individual or group registrations.

- ANCC reserves the right to cancel or postpone any or all conference activities due to unforeseen circumstances.
- Refunds are not issued for no-shows.
- Refunds for canceled registrations are processed within four to six weeks after the close of the conference.
- Due to processing costs, only overpayments in excess of \$35 will be considered for refunds. Please ensure that payments include the correct dollar amount to avoid overpayment.

Dates subject to change. After April 10, 2020, regular registration fees will apply, and registrations will be accepted pending space availability only.

GENERAL POLICIES

- Children (including infants) are not permitted at the ANCC Pathway to Excellence Conference®.
- No one under the age of 18 may attend the Pathway conference or related events.
- The recording and/or transmission of education sessions in any format is strictly prohibited.
- All individuals and/or entities are strictly prohibited from electronically recording or broadcasting any conference events without prior written consent from ANCC.
- Unauthorized recording of presentations during sessions, workshops, etc., without prior written consent of ANCC, is strictly prohibited.
- Press representatives must register and receive a press pass and photo/recording permission from ANCC.
- Seating at all conference sessions/events is first come, first served.
- Information presented in sessions and on conference posters does not represent the views or standards of ANCC or its Pathway to Excellence® Program.
- ANCC cannot be held liable for nonrefundable airline tickets or hotel room deposits.
- ANCC shall not be liable for any penalties or fare increases.
- In the event the attendee is a no-show, the attendee is responsible for all fees and penalties in connection with being a no-show.
- ANCC is not responsible for lost items or returning those lost items to the attendee.
- ANCC does not claim to be allergen-free. We encourage all conference participants to take all necessary medical precautions to prepare for the possibility of exposure to allergens.

REGISTRATION

PHOTOGRAPHY/VIDEO

In consideration of my participation in the 2020 ANCC Pathway to Excellence Conference®, I irrevocably grant to ANCC permission to interview and take photographs/video footage of me. I hereby give ANCC permission to record, edit, transcribe, duplicate, and distribute, in any and all sound and visual media, including the internet, my interview, image, and the like. Further, I give to ANCC and its affiliates, employees, contractors, and assigns permission to use any and all such photographs and/or videos in which I have participated, and any reproductions thereof, as well as my name and quotations from my verbal interview in whole or in part, in any manner it may deem proper, for any purpose, including without limitation commercial purposes. I understand and agree that I will not receive any compensation for use of my photos and/or videos bearing my image. **I have the right to decline being photographed or taped and must immediately notify BOTH the photographer or videographer AND conference staff if I am photographed or taped.**

WAIVER OF LIABILITY

I agree and acknowledge that my participation in the 2020 ANCC Pathway to Excellence Conference® and any related events and activities is voluntary and intentional; I fully accept responsibility for any and all injuries that occur as a result of my participation in the Pathway events and activities. I release ANCC, and its affiliates, officers, agents, employees, volunteers, contractors, and representatives, from any and all liability resulting from my voluntary participation in the 2020 ANCC Pathway to Excellence Conference®, whether directly or indirectly caused by ANCC. I further agree that I will indemnify ANCC from any and all liability resulting from my voluntary participation in the 2020 ANCC Pathway to Excellence Conference®.

REGISTRATION TECHNICAL SUPPORT

For help starting or updating registrations, registration changes, payment questions, or anything related to the online registration process, please contact:

Domestic Toll-Free: 800.908.9102

International Phone: 1.972.349.7884

Email: pathway@mcievents.com

Open Monday through Friday, from 8:00 a.m. until 5:00 p.m. CT



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