

Dear [Immediate Supervisor/Dean],

The UPCEA West Region Conference is the foremost event for professional, continuing, and online education professionals in the western region. For education, networking and professional development, this event simply has no equal. I believe my participation is critical to bring new ideas and approaches to our organization and further my professional development. I would like to request approval to attend.

The event runs September 30 – October 2, 2015, in Long Beach, CA at the Westin Hotel. I’ll be among colleagues and industry professionals from some of the top universities and colleges in the west to hear experts, peers, and innovators talk about emerging trends, strategies, new programs, management, and leadership development. I’ll also learn about practical tools pertaining to leading new development, marketing and diversity. The exposition hall offers opportunities for networking and business that could have a positive impact on our organization. By meeting with industry partners, I can find solutions to everyday issues, as well as strengthen existing relationships. A full schedule of events can be found at [**http://conferences.upcea.edu/west/**](http://conferences.upcea.edu/west/)

I plan to attend the following sessions to strengthen my professional development. (List the sessions you plan to attend as well as the learner outcomes and how they will benefit you, your team and your organization.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Following are exhibitors I plan to speak with that I think can help our organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Here are my projected costs for attending the UPCEA West Region Conference.

Registration Fee $ xx.xx

Hotel $ xx.xx

Airfare $ xx.xx

Miscellaneous (meals/taxi) $ xx.xx

This investment will pay off in more efficient practices, proven solutions, new insights and ideas. After returning, I will provide a summary of key takeaways and recommended actions.

I would appreciate your approval of this request, and will work to ensure we get the full value of this event.

[Your Name]