**Date:**

**To Address:**

**Name:**

The Alliance 2022 Conference that takes place on **March 13 – 16, 2022** is the premier event in the higher education industry for networking, information sharing and professional development. The program caters to a range of technologies in our industry and is supported by key partners. I believe that my participation is critical to bringing new ideas and approaches to our institution, and I would like to request approval to attend.

Our institution should highly consider my in-person participation to increase overall knowledge of new processes and technologies to bring back to our team. In addition to being able to network with a global community of professionals within our industry, this member-driven conference allows me to learn about a variety of ERP systems, hear tips and tricks from the experts and meet with vendors to compare which service options will best fit our needs. That's not all, Alliance also offers sessions approved for Continuing Professional Education (CPE) credits and hands-on workshops.



**Investment**

The Alliance investment includes all session content (live and post session recordings), Continuing Professional Education (CPE) credits, Sunday Welcome Reception, refreshment breaks & lunches throughout the conference, Closing Night Event.

 

**Education**

Members and key partners deliver 300+ interactive sessions, organized into 12 tracks and 5 new pathways to help design the most valuable experience for each attendee.

**Networking**

Over 1,500 industry professionals, experts and innovators gather to learn and face the challenges that are at the forefront of the Higher Education Industry.



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.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I plan to speak with the following vendors that I believe can help our organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I will propose Stop & Share discussions on the following topics to get direct feedback from other institutions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Here are my projected costs for attending [**Alliance**](https://www.alliance-conference.com/p/cm/ld/fid%3D4459) **2022**:

Registration Fee $ xx.xx

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

I would appreciate your approval of this request and will work to ensure our institution gets the full value out of this event.

Sincerely,

INSERT SIGNATURE

TITLE

ORGANIZATION NAME