

Date:

To Address:

Name:

The Alliance 2023 Conference that takes place on **February 26 – March 1, 2023**, is the premier event in the higher education industry for networking, information sharing and professional development. It's at an ideal and central location this year in St. Louis, Missouri at the America's Center Convention Complex. The conference 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

Learning practical takeaways of how others succeeded (or failed), so that you won't have to make the same mistakes. Discover techniques, strategies, and tooling to get to better results, faster.

NETWORKING

Plenty of structured and informal networking sessions means lots of opportunities to forge new contacts. Their speakers are always willing to chat outside sessions, and workshops provide a focused opportunity to get feedback from the experts on all sorts of questions.

EDUCATION

In the Higher Education industry, it's never been more important to be up-to-date with the latest technologies, trends and system processes — and at Alliance, that's what they deliver!

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 2023:

Item	Expense
Conference Fee	
Hotel	
Flight	
Ground Transportation	
Food	
Total	

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