Dear [Name],

I am requesting approval to attend the [WCET Annual Meeting](https://wcet.wiche.edu/events/wcet-36th-annual-meeting/) in Long Beach, CA, scheduled for October 8-10. This conference will provide me with a unique opportunity to learn about the emerging trends in online learning, effective practices, and policy and regulatory issues that may impact our work. Additionally, I will have the opportunity to network with other professionals interested in the intersection of policy and practice of digital learning in higher education.

The WCET audience represents leaders and practitioners in all aspects of digital learning in higher education who bring incredible insights and experiences. With registration limited to 500 attendees, the WCET meeting is intimate and collegial, thus providing opportunities for meaningful dialogue and insights not found at other conferences.

The [conference program](https://cvent.me/zLYOqz) includes:

* Preconference workshops, plenary sessions, panel presentations, and facilitated discussions.
* A policy track to inform attendees of key policy and regulatory issues.
* Collaborative discussions around key digital learning issues, including artificial intelligence, online student services, microcredentials, and the economics of digital learning.
* An “expert library” where I can connect with leaders 1:1 on the topics of quality, student services, state authorization, licensure, and AI.

Furthermore, attending this conference will benefit our organization. I will bring back new ideas and strategies that can be implemented in our online learning programs, helping us provide our learners with the best possible digital learning experience. I have reviewed the conference agenda and have included a sample schedule (insert one of the following options: [Chief Online Learning Officer](https://wcet.wiche.edu/sample-schedule-colo/), [Compliance and Policy](https://wcet.wiche.edu/sample-schedule-compliance-policy), [Emerging Leader/Young Professional](https://wcet.wiche.edu/sample-schedule-emerging-leader), [Tech and Trends](https://wcet.wiche.edu/sample-schedule-tech-trends)).

I have also included an estimate for the cost of attending, and I am confident that this will be a valuable investment for our organization.

Estimated costs:

|  |  |
| --- | --- |
| Lodging at the Long Beach Hyatt (conference venue) for [#] nights: | $219 X number of nights |
| Conference registration:  Member rate before August 23:  Non-member rate before August 23: | $870  $1070 |
| Airfare | $ |
| Transportation to/from the airport: | $ |
| Meals included in the conference:   * Breakfast: October 9 and 10 * Awards lunch: October 9   Costs for meals outside of the conference: Per diem for October 8  Dinner on October 9 Lunch on October 10 | $67 $44 $28 |

Upon my return, I am willing to share my insights and knowledge with the team and am committed to ensuring that this investment has a positive impact.

Thank you for considering my request. I hope you will approve my attendance at the WCET Annual Meeting in Long Beach, CA, October 8-10.

Regards,

[Name]