To:**YOUR DEPARTMENT HEAD/MANAGER**

From:**YOUR NAME**

**Subject: Request to attend the 2019 Families Learning Conference**

I am requesting approval to attend the 2019 Families Learning Conference from November 4-6 in Louisville, Kentucky. The Families Learning Conference is for passionate people looking for innovative family learning strategies and practices to build stronger communities. Attending will provide exposure to a network of peers and funders, industry knowledge, and new teaching methods to take a more holistic approach to family engagement.

I am most looking forward to:

**Over 100 sessions to choose from in seven content strands** of Adult Education, Early Childhood Education, Funding and Sustainability, K-12 Education, Library, Parent Leadership, and Research & Policy. A wide variety of topics will be covered, such as trauma-sensitive programming, equity, inclusion, and barriers to family participation.

**Evidence-based education solutions** to issues commonly encountered in educators’ work with underserved families; practical ideas I can use right away with the students and families we serve; and ideas for community-based partnerships to enhance our work.

**Networking events that encourage idea-sharing.** The Conference has planned several opportunities to network with my peers, including the PNC Grow up Great® Welcome Reception, Banquet Celebration, and Closing Brunch, all of which are included in the 3-day registration price. In addition to these, there will be informal networking opportunities, such as the Idea Exchange—a participant-led session where attendees brainstorm solutions to common challenges in our field.

**My plan for ensuring vital work tasks are accomplished in my absence:**

[insert your plan here]

**I’ve identified these sessions and events to help address our organization’s needs:**

[Full schedule found at <http://conference.familieslearning.org/schedule/>]

* Insert session title
* Insert session title
* Insert session title
* Insert session title

**Information and testimonials from past Families Learning Conference attendees:**

Attendance for last year’s Conference grew by 20%! Of those who completed the 2018 post-event survey, 90% stated the Conference addressed their interest in family and community literacy and 91% said they are considering attending another Families Learning Conference.

*“NCFL 18 was an amazingly inspirational conference that had the right blend of presentations, keynote speakers, and social events. From beginning to end, it was a positive experience that strengthened my desire to continue to be part of the family literacy experience.” –2018 Families Learning Conference attendee*

*“I enjoy this conference every year, but this one was one of the best! The app made it easy to navigate through the topics and schedule the day, there was a wide variety of sessions, the location was amazing, and I always enjoy networking with other programs.” –2017 Families Learning Conference attendee*

**High-Level Schedule:**

**Sunday, November 3**

Arrival and registration check-in

[Optional] Pre-conference workshop with Tim Shanahan, 12pm to 3pm

**Monday, November 4**

Opening Session, 8:00am to 9:30am

Concurrent timeblock 1, 9:45am to 11am

Concurrent timeblock 2, 11:15am to 12:30pm

Lunch, 12:30pm to 1:45pm

Concurrent timeblock 3, 1:45pm to 3pm

Concurrent timeblock 4, 3:15pm to 4:30pm

PNC Grow up Great® Welcome Reception, 5:30pm to 7:00pm (included with 3-day registration fee)

**Tuesday, November 5**

General Session, 8:15am to 9:30am

Concurrent timeblock 5, 9:45am to 11am

Concurrent timeblock 6, 11:15am to 12:30pm

Lunch, 12:30pm to 1:45pm

Concurrent timeblock 7, 1:45pm to 3pm

Concurrent timeblock 8, 3:15pm to 4:30pm

Banquet Celebration, 6:30pm to 9:00pm (included with 3-day registration fee)

**Wednesday, November 6**

Deep-dive sessions, 8:15am to 10:15am

Closing Brunch, 10:30am to 12:30pm (included with 3-day registration fee)

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| **Estimated budget for 2019 Families Learning Conference****Sunday, November 3 to Wednesday, November 6, 2019** |
| **Registration** | $499 | $499 |
| **Airfare** | Round-trip from [your location] | Enter your cost |
| **Hotel Accommodations** | Louisville Marriott Downtown$176/night for 3 nights (plus taxes) | $613 |
| **Transportation** | Using a ride-share program like Uber or Lyft from Louisville’s airport to the hotel is about $32 round-trip Also include transportation from your home to your airport | Enter your estimate |
| **Meals** | Estimated at $40/day (Appetizers Monday evening, dinner Tuesday, and brunch Wednesday are included in 3-day registration fee) | $160 |
| **Total** |   | Enter total |