To:**YOUR DEPARTMENT HEAD/MANAGER**

From:**YOUR NAME**

**Subject: Request to attend the 2021 Families Learning Conference**

I am requesting approval to attend the 2021 Families Learning Conference from October 25-27 in Dallas, Texas. 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 that contribute to a holistic approach to family engagement.

I am most looking forward to:

**Over 80 sessions to choose from in six content strands** of Adult Education, Early Childhood Education, Family and Community Leadership, K-12 Education, Library, 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 a welcome event Monday and dinner Tuesday as well as morning coffee and lunch both Monday and Tuesday—all of which are included in the 3-day registration price.

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

[insert your plan here]

**I’ve identified these presentations 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:**

Of those who completed the 2019 post-event survey, 92% stated the Conference addressed their interest in family and community literacy and 94.5% said they are considering attending another Families Learning Conference.

*“This was my first experience at an NCFL conference. Thank you for this marvelous opportunity!...Attending the 2019 30th anniversary NCFL conference has given me a renewal of dedication, a glorious amount of great ideas to consider and implement, and new connections to fellow literacy professionals from all over the United States.”–2019 Families Learning Conference attendee*

*“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*

**High-Level Schedule:**

**Sunday, October 24**

Arrival and registration check-in

[Optional] Pre-conference workshops, 3pm to 6pm

**Monday, October 25**

Coffee, networking, and exhibits open 7:30am

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

Concurrent timeblock 1, 9:15am to 10:30am

Concurrent timeblock 2, 10:45am to 12:00pm

Lunch, 12:00pm to 1:30pm

Concurrent timeblock 3, 1:30pm to 2:45pm

Concurrent timeblock 4, 3:00pm to 4:15pm

**Tuesday, October 26**

Coffee, networking, and exhibits open 7:30am

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

Concurrent timeblock 1, 9:15am to 10:30am

Concurrent timeblock 2, 10:45am to 12:00pm

Lunch, 12:00pm to 1:30pm

Concurrent timeblock 3, 1:30pm to 2:45pm

Concurrent timeblock 4, 3:00pm to 4:15pm

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

**Wednesday, October 27**

Coffee, networking, and exhibits open 7:30am

Reflection and Action Planning, 8:15am to 10:15am

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| **Estimated budget for 2021 Families Learning Conference**  **Sunday, October 25 to Wednesday, October 27, 2021** | | |
| **Registration** | $595 | $595 |
| **Airfare** | Round-trip from [your location] | Enter your cost |
| **Hotel Accommodations** | Renassiance Dallas Addison  $190/night for 3 nights (plus taxes) | $645 |
| **Ground Transportation** | Using a ride-share program like Uber or Lyft from the Dallas airport to the hotel is about $100 round-trip    Also include transportation from your home to your airport | Enter your estimate |
| **Meals** | Estimated at $50/day    (Coffee each morning, lunch Monday and Tuesday, appetizers Monday and dinner Tuesday are included in 3-day registration fee) | $198 |
| **Total** |  | Enter total |