To:**YOUR DEPARTMENT HEAD/MANAGER**

From:**YOUR NAME**

**Subject: Request to attend the 2024 Families Learning Conference**

I am requesting approval to attend the 2024 Families Learning Conference from November 18-20 in Louisville, Kentucky. The Families Learning Conference is for passionate people looking for innovative learning strategies and resources to support families in reaching their academic and economic goals. By attending this conference, I’ll discover practices and ideas to create equitable and relevant family learning experiences; gain access to a national network of family-facing professionals, researchers, policymakers, and funders; and find inspiration and renewed energy for my work.

I am most looking forward to:

**Over 70 sessions to choose from in five content strands** of Family Literacy, Family Engagement, Family Leadership, Policy and Advocacy, and Research and Evaluation. A wide variety of topics will be covered, such as equity in education, supporting multilingual families, adult literacy, and addressing 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 and collaboration.** The conference includes several opportunities to network with my peers, including four meals that are provided for 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

Please review the information on the following pages and let me know if I have approval to move forward with registering and booking my travel.

Sincerely,

Your name

**NCFL has a longstanding reputation for hosting an organized, high-quality event for professional learning.** Of those who completed the 2023 post-event survey, 87% of respondants said they were satisfied with the variety of sessions offered and 88% said they would recommend the conference to a colleague.

**Here are some testimonials from 2023 Families Learning Conference attendees:**

*“I enjoyed everything from the workshops, breakout sessions, and meeting new people. Networking with new colleagues. You all did an amazing job of organizing this conference. Everything was outstanding.”*

*“This was my first time attending [NCFL‘s conference]. It exceeded my expectations of what I was to learn.”*

*“I loved the variety of presenters. It was nice to listen to ideas from other states.”*

*“[I liked] the amount of resources, specifically free resources that are available.”*

**High-Level Schedule:**

Sunday, November 17

12:00 p.m. to 6:00 p.m. Registration open

Time TBD Pre-Conference workshops *[additional fee]*

Monday, November 18

7:30 a.m. to 8:30 a.m. Exhibits, networking

8:30 a.m. to 11:30 a.m. Pre-Conference workshops

12:00 p.m. to 1:30 p.m. Opening Session with Lunch

1:45 p.m. to 3:00 p.m. Concurrents 1

3:30 p.m. to 4:30 p.m. Concurrents 2

5:00 p.m. to 6:30 p.m. Welcome Reception

Tuesday, November 19

7:30 a.m. to 8:30 a.m. Breakfast, exhibits, networking

8:30 a.m. to 9:30 a.m. General Session

9:45 a.m. to 11:00 a.m. Concurrents 3

11:30 a.m. to 12:45 p.m. Concurrents 4

12:45 p.m. to 2:15 p.m. Lunch on own

2:15 p.m. to 3:15 p.m. Concurrents 5

3:45 p.m. to 4:45 p.m. Afternoon General Session

Wednesday, November 20

7:30 a.m. to 8:30 a.m. Coffee, exhibits, networking

8:30 a.m. to 9:30 a.m. Concurrents 6

9:45 a.m. to 11:00 a.m. Concurrents 7

11:15 a.m. to 12:15 p.m. Closing General Session with Brunch

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| **Estimated budget for 2024 Families Learning Conference**  **Sunday, November 17 to Wednesday, November 20, 2024** | | |
| **Registration** | $695 for 3-day conference  $350 for Monday-only or Tuesday-only  $175 for Wednesday-only  $175 for Sunday pre-con | Enter your cost |
| **Airfare** | Round-trip from [your location] | Enter your cost |
| **Hotel Accommodations** | Louisville Marriott Downtown  $192/night for 3 nights (plus 17.81% tax) | $679 |
| **Ground Transportation** | Using a ride-share program like Uber or Lyft from the Louisville airport to the hotel is about $36 round-trip, not including tip    Also include transportation from your home to your airport | Enter your estimate |
| **Meals & Incidentals** | The U.S. per diem rate for Louisville is $64/day; the first and last day of travel is $48/day    (Lunch Monday, appetizers Monday, breakfast Tuesday, and brunch Wednesday are included in the 3-day registration fee) | $224 |
| **Total** |  | Enter total |