Dear [Name],

I am requesting approval to attend the American Association of Collegiate Registrars and Admissions Officers (AACRAO) virtual Technology Summit, September 29-30, 2021. The conference is an important training and professional development opportunity well-tailored to our overall departmental and institutional goals.

AACRAO expects over 300 participants from across the United States and around the world. With departmental and budget priorities in mind, I am outlining why my attendance is a good investment for our office.

During the two-day event and on-demand following the meeting, I will have access to:

* More than 20 sessions, most of which are tailored to my specific interests and job responsibilities.
* A network of peers, with whom I can discuss challenges, strategies, and ideas for improving our practices.
* Critical information and handouts, which I can bring back to our institution.

I am requesting approval for registration expenses. As this year’s Technology Summit is a virtual meeting, travel expenses do not need to be taken into consideration.

* **Conference fee: *$149 (AACRAO Member fee) / $199 (AACRAO Non-Member fee)***

I am requesting approval from you now so we can take advantage of this opportunity before registration closes on September 28, 2021.

I will plan to meet with you after the Technology Summit to discuss significant takeaways, tips, and recommended actions. I hope you agree that the conference is a good investment of time and resources.

Thank you for considering this request. I look forward to your reply.

Regards,

[Name]