Subject: Blackboard Teaching & Learning Conference 2018

Dear ==Supervisor's Name==,

I'm writing to request approval to attend Blackboard's EMEA user and developer conference, the Teaching & Learning Conference, April 9-12 2018 at the University of Manchester, UK. Once a year Blackboard brings together thought leaders from over 20 countries to discuss the latest trends and best practices in technology enhanced learning, training sessions, product demonstrations, hands-on workshops, knowledge sharing, and networking.

The 2017 conference was the largest Teaching & Learning Conference organized to date. There were over 400 attendees represented from 23 countries. With presentations and workshops from other institutions, I'll acquire practical knowledge and insights from experts in the field, stay abreast of the latest product developments, and trends in educational technology. The number of higher education experts and educators attending the conference has grown over the past several years increasing my networking and professional development opportunities.

Here's an overview of the benefits of attending:

- **Hands-on training sessions** by Blackboard and other institutions where I can build new skills, bring them back to ==name of institution==, and share with my colleagues.
- **50+ industry led sessions** which are led by Blackboard clients, partners, and technology experts.
- **Knowledge Bar** where I can meet 1:1 with Blackboard's product architects and managers, learn with peers, and get quick tutorials.
- **DevCon 2018** is a pre-conference event on Monday April 9th and Tuesday April 10th specifically for developers, system administrators, and the technology-focused. Participants will share how they've enhanced Blackboard solutions to enable unique experiences for students, faculty, and administrators.
- **Academic Adoption Day 2018** on Monday April 9th where key priorities within institutions are explored and common themes and issues with support and adoption strategies are identified. Participants will learn how they can demonstrate the benefits and value of your educational technology investments.

Here's an approximate breakdown of conference costs:

Airfare:	€
Taxi transportation:	€
Hotel: (xx nights at € xx)	€
Meals: (xx days at € xx)	€
Registration fee:	€
Total estimated cost:	€

I'll be sure to submit a post-conference report that will include an executive summary, major takeaways, tips, and a set of recommendations to maximize the return on our

current investment in Blackboard solutions. I can also share relevant information with our IT staff and key personnel throughout our institution.

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

Regards,
Your signature block