



CONFERENCE TIPS

How to Convince Your Boss to Send You to a Conference

Below is a template* for a customizable letter to your manager to get permission and funding to attend a conference. Present this letter to your manager along with the detailed agenda and list of attendees and vendors.

Date

Dear <Manager>

I would like to attend the <conference name, dates, venue> Annual Conference.

The conference theme is<conference theme>, and it is the premier event for <your industry>professionals. This years agenda focuses on< insert specifics> that are very relevant to my job challenges right now.

The conference features many industry experts, an inspirational keynote speaker, workshops and motivational talks that will greatly benefit my work. <give specific program information and agenda> *For example, the motivational talk, How to communicate with anyone and get better results, will help me reformat my recruitment efforts make it more efficient.*

Networking with the conference trade show vendors and inspirational speakers will prove to be invaluable for me. I plan to visit with 3 key vendors at the conference < insert 3 vendor names> to help assist me with <our current budget restructuring needs(insert your own)>.

Please check out the conference website <www.insertconference.com>. I have been following the conference twitter stream<@conference> and there is a lot of buzz about this event!

The cost to attend the conference will be the registration fee, travel expenses, hotel, a meal per Diem and parking. I also wish to attend the evening after dinner speaker and inspirational speaker as it will be a great networking and learning opportunity.

The total cost for the conference is <fill in blank>. The detailed cost breakdown is listed in the paragraph below.

Here is my estimated breakdown of conference costs:

Conference Fee:

Additional After Dinner Event and Inspirational Speaker:

Airfare:

Transportation to and from Hotel:

Hotel:

Meals:

Total :

I am confident you will see this as a worthwhile investment. It is an opportunity for me to network with industry vendors, meet the inspirational keynote speaker, attend invaluable educational sessions and gain specific industry knowledge. My attendance at this conference is a wise investment and will pay off for years to come.

Sincerely,

**Template by Jody Urquhart and used with permission.*

About National Conference of State Liquor Administrators, Incorporated:

A national organization of state alcohol beverage regulators, founded June 19, 1934, in Chicago, Illinois, whose purposes are to promote the enactment of the most effective and equitable types of state alcoholic beverage control laws; devise and promote the use of methods which provide the best enforcement of the particular alcoholic beverage control laws in each state; work for the adoption of uniform laws insofar they may be practicable; promote harmony with the federal government in its administration of the Federal Alcohol Administration Act; and strive for harmony in the administration of the alcoholic beverage control laws among the several states. Visit www.ncsla.org for more information.