**TO**: YOUR SUPERVISOR NAME HERE

I would like to attend the [2020 Training Institutes](https://theinstitute.umaryland.edu/2020traininginstitutes/) held in Orlando, Florida from June 29-July 3, 2020. This conference is an excellent opportunity for me to gain practical skills and learn best practices in our field as well as meet colleagues doing similar work across the nation.

For more than 30 years, the Training Institutes, a biennial event, have been the premier convening of colleagues working in children’s services. The 2020 Training Institutes, **What Could Be: Bolder Systems & Brighter Futures for Children, Youth, Young Adults & Their Families**, challenges attendees to build on existing delivery systems for children’s services with new ideas to meet the future.

I will be joining almost 2,000 leaders and experts in the field of children’s services including parents, youth, young adults, policymakers, clinicians, researchers, and evaluators from across the nation to share in the latest research, policy, and practice.

More than 100 sessions—from intensive half-day *Institutes* to quick 10-minute *PowerPitches*—are available for me to attend. Prior to the main conference, the Pre-Institutes offer 1.5-day workshops. I will be able to choose sessions that provide insights that I can apply to our work.

I look forward to sharing key takeaways with our team and applying them to positively impact our work in children’s services.

The costs to attend are attached. Thank you for considering my request and I look forward to discussing this opportunity with you.

Thank You,

YOUR NAME HERE

**Costs**

1. The registration fee to attend the 2020 Training Institutes is $925 + $295 for a Pre-Institute for a total of $1,220.
   1. Registration includes admittance to all sessions and events;
   2. Breakfast, lunch, and breaks throughout the conference and Pre-Institute.
2. Uber/Lyft to the hotel: @$25 each way.
3. I have found airfare to Orlando, Florida for $\_\_\_\_\_\_\_\_\_.
4. The conference hotel, Rosen Shingle Creek, offers a discount room rate of $179 plus taxes. The total for my hotel stay, including current tax is $\_\_\_\_\_\_/night for a total of \_\_\_ nights or $\_\_\_\_\_\_\_\_\_\_\_.

**Total estimated cost for attendance = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**