

Conference Attendance Justification Letter

Date

Dear <supervisor’s name>,

I would like to attend the Idaho Business Education Association fall conference on October 31, November 1 & 2, 2019 at the Sun Valley Inn, ID. Participation at this conference will enable me to attend a variety of educational sessions, as well as give me access to a network of leading industry professionals and other educational colleagues and administrators.

With 3 summits offered and 30+ educational breakout sessions, I have identified several that make this year’s IBEA Conference vital to my professional development and to keep up on the latest information in the vast variety of content in business education. The conference offers a comprehensive educational experience to enhance classroom instruction through engaging sessions on a variety of topics with expert speakers, best practices sessions and networking opportunities. The variety of education sessions include topics on Leadership, Communication, Technology, Ethics, Project Management, a new Hospitality Management Pathway Business Education Resources, and more.

All of these sessions will help strengthen my knowledge of trends in business education and to stay ahead of a challenging and fluctuating environment of education. These sessions will provide solutions to classroom challenges and ideas for future courses and curriculum. The ideas, best practices, contacts, and tools I will gain from this conference are beyond measure. In addition to the sessions I attend, and the information gained, I will have access to the educational handouts and resources from these sessions after the conference, which I will share.

I understand that I can use my added cost funding to attend this professional development and I am very conscientious of where we spend money. I have broken down the costs for me to attend this conference. For the reasonable investment of <$xxx>, I can attend IBEA’s conference. Attendance at this conference is a prudent investment in my student’s future and ensure the high-quality of our school’s CTE Business and Marketing program.

Sincerely,

<your name here>