

Dear < Campus Safety Manager>,

I would like your approval to attend the <u>Campus Safety Conference (CSC)</u> – Name of Event, Date and location. The Campus Safety Conference, produced by the *Campus Safety* Magazine, is dedicated to educating and training public safety, security and academic professionals to improve the safety and security on K-12 schools and higher Ed campuses. This conference will be providing the knowledge, resources and connections that I need to be successful at my job.

When researching conferences, I realized that this is not your typical event where you sit in a session and listen to a speaker. This event provides hands-on training; roundtable discussions and interactive sessions where not only are we learning by watching and listening but also by putting our knowledge to the test. I realized the purpose of this event is to bring together like-minded professionals from all over the country to meet, learn, share and test our knowledge. It is to connect and discover ways to overcome safety and security challenges, so we can **Making Campuses Safer...TOGETHER!**

While I am at the conference, I'll have the opportunity to attend 20+ sessions, visit 60+ technology and solution providers and network with 300+ like-minded professionals who are all focused on the safety and security of k-12 schools and higher ed campuses from across the country. During those few days, I plan to continue to strengthen my skills in {X}, {Y} and {Z} and walk away having learned:

- Goal 1
- Goal 2
- Goal 3

I understand attending a conference can be expensive. To speed up the process, I put together some numbers for you.

- <u>Conference</u>: \$299 If I register <u>before April 15, 2019.</u>
 - o Includes conference sessions, sponsor showcase, lunch, networking events and discounted rates at the host hotel
 - They also offer team prices for groups of 4 or more.
- Hotel: \$XX per night plus taxes and fees with CSC's VIP rate.
 - Includes (i.e. waived resort fee, shuttles etc.) See page 2.
 - The conference will be providing lunch and refreshments. There will also be light food and refreshments at their receptions as well.
- Optional Add On: The pre-conferences include a 4-hour session dedicated to a specific topic that is targeted towards school/campus. The pre-conferences will be taking place the day before the conference. It is \$69 if I register before April 15, 2019.

By attending this conference, I will be able to focus on myself and my job outside of work. I will be able to perform my job more effectively and create new opportunities that will help make our school/campus safer. I am confident that I will return from the Campus Safety Conference with the tips and tools I need to best protect school/campus.

Thank you for considering supporting my career and attendance at this important conference.

Kind Regards,

Signature



Convince Your Boss - Fill in the Blanks Guide

WEST

June 17 - 19, 2019 | Las Vegas, NV The M Resort, Spa and Casino Single/Double \$145++ Guestroom rate includes the following:

- Waived resort fee
- Self-parking (based on availability)
- Wifi
- Shuttles to and from McCarran International Airport
- Shuttles from the hotel to the Tropicana Las Vegas (Las Vegas strip)

TEXAS

July 21 - 23, 2019 | Irving, TX
Omni Mandalay Hotel at Las Colinas
Single/Double \$167++
Guestroom rate includes the following:

- Self-parking (based on availability)
- Wifi

EAST

August 6 - 8, 2019 | Charlotte, NC Embassy Suites by Hilton Charlotte-Concord Golf Resort & Spa

Guestroom rate includes the following:

- Wifi
- Self-parking

Single/Double \$169++

- Full cooked breakfast buffet
- Evening reception
- Shuttles that will take you within a 3-mile radius

Sample Goals

- Network with the top people in this industry.
- Learn the latest safety and security products and technologies to help us stay up-to-date and explore new opportunities.
- Hear the top trends to keep school and campus communities safe.
- Discuss and learn new ideas and processes that we can implement.
- Discover the best way to train my staff.
- Learn strategies and tactics to reduce risks and improve responses.
- Understand how to be prepared for a situation.