

Dear <Insert Manager's Name>,

I am requesting approval to attend the **2020 Campus Safety Conference (CSC)** <West, Texas or East>, taking place on <Date> in <Location>. Produced by *Campus Safety* magazine, the Campus Safety Conferences are two and a half day educational conferences that bring together security, public safety, emergency management, administration, facilities, business, and IT professionals responsible for protecting K-12 and higher education districts and campuses from across the country.

Here are some of the benefits of attending CSC:

**Valuable Content**

CSC will have over twenty different sessions on popular topics, best practices, current trends, and personal learning experiences. They provide a variety of learning approaches, including educational sessions, hands-on training, intimate roundtable discussions, and interactive workshops.

**Networking Opportunities**

I will have access to a variety of resources and networking opportunities with 400+ like-minded professionals representing schools/campuses of all sizes from around the world. I will have the opportunity to connect with them at several networking events.

**Resources**

Throughout the event, I will have the opportunity to meet with 60+ technology and solution providers. This is a great opportunity to meet these individuals, understand their product/service, and see how they can help <Insert school/campus>. This is beneficial because I get to be face-to-face with vendors versus doing months of research and spending hours on the phone or in meetings. This will also help me prioritize our campus safety needs when working on our budgets and grants.

**Breakdown**

Detail	Cost	Notes
Travel or Airfare	<Insert>	
Hotel	<Insert from page 2>	Discounted hotel rate, includes <Insert information from page 2>
Conference	<Insert from page 2>	Includes all conference sessions, sponsor showcase, lunch, refreshments, and two receptions. Team prices of 25% off per person for groups of 4+.
Pre-Conference	<Insert from page 2>	Optional add on; 4-hour session focused on a specific topic during the first day of the conference before all sessions kick off.
Other Costs	<Insert>	Meals, mileage, parking etc.
<b>Total Estimated Costs</b>	<Insert>	

By attending this conference, I will be able to learn from experienced professionals, meet and network with peers in the industry, and explore methods and best practices. Upon returning, I plan to share my experience and key take-aways that our team can learn from and/or implement immediately. CSC will help maximize our program, impact our bottom line, and make <Insert school/campus> safer. I am confident the Campus Safety Conference is an experience I can't afford to miss. For more information about the conference, visit [CampusSafetyConference.com](http://CampusSafetyConference.com).

Thank you for taking the time to review this request.

Sincerely,

<Insert Signature>

# Campus Safety

## CONFERENCE 2020

Be Vigilant

### Convince Your Boss - Fill in the Blanks Guide and Notes

#### REGISTRATION (ALL)

Detail (below), Deadline (right)	May 1, 2020	June 3, 2020	July 26, 2020
<b>Conference Package</b>	\$399	\$499	\$699
<b>Teams of 4 or more people</b>	\$299	\$449	\$524
<b>Pre-Conference (Optional Add on)</b>	\$79	\$99	\$119

*All prices shown above are the cost per person.*

	WEST	EAST	TEXAS
<b>Dates/Location</b>	June 15 – 17   Las Vegas, NV	July 12 – 14   Bethesda, MD	July 26 – 28   San Antonio, TX
<b>Hotel/Rate</b>	<p>M Resort, Spa and Casino \$145++ plus \$10.99 resort fee per night.</p> <p>Includes wifi, self and valet parking, LAS airport shuttles transfers, Las Vegas strip shuttle transfers.</p>	<p>Bethesda North Marriott Hotel and Conference Center \$179 ++ per night</p> <p>Includes wifi for Marriott members (free to join!) and discounted self-parking.</p>	<p>San Antonio Marriott Rivercenter \$179++ per night</p> <p>Includes wifi for Marriott members (free to join!) and discounted daily and overnight self-parking.</p>
<b>Travel - Arrival</b>	Arrival June 14 (anytime) or on June 15 before 1 pm (pre-conference starts at 1 pm).	Arrival July 11 (anytime) or on July 12 before 1 pm (pre-conference starts at 1 pm).	Arrival July 25 (anytime) or on July 26 before 1 pm (pre-conference starts at 1 pm).
<b>Travel Departure</b>	Departure: June 17 by 7:30 pm (conference ends at 4:00 pm) or June 18 (anytime).	Departure: July 14 by 7:30 pm (conference ends at 4:00 pm) or July 15 (anytime).	Departure: July 28 by 7:30 pm (conference ends at 4:00 pm) or July 29 (anytime).
<b>Airport</b>	The McCarran International Airport (LAS) is about 15 minutes from the hotel (13 miles).	<p>Ronald Reagan Washington National Airport (DCA) is about 37 minutes from the hotel (23 miles).</p> <p>Washington Dulles International Airport (IAD) is about 43 minutes from the hotel (25 miles).</p> <p>The Baltimore/Washington International Thurgood Marshall Airport (BWI) is about 47 minutes from the hotel (38 miles).</p>	The San Antonio International Airport (SAT) is about 15-minute drive from the hotel (8 miles).