Dear <Insert Manager’s Name>,

I am requesting approval to attend the **2020 Campus Safety Conference (CSC)** <West, Texas or East>, that is taking place on <Date> in <Location>. Produced by The 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 campuses and districts from across the country.

**Valuable Content**  
CSC will have over twenty different types of sessions on popular topics, best practices, current trends, and learning from personal stories and experiences. They provide a variety of learning approaches including educational sessions, hands-on training; intimate roundtable discussions, and interactive workshops. What truly stood out to me was not only would we be learning by watching and listening to a presenter, but also by putting our knowledge to the test, collaborating with my peers, and understanding people’s personal stories and experiences. I like having the option to attend sessions based off our most important needs i.e. prevention track and off audience i.e. K-12, Higher Ed, or both to allow me to learn with individuals of similar background or even seeing what other type of institutions are doing that we could try to replicate ourselves.   
  
**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 all over. I will have the opportunity to connect with them throughout the event and at the networking events. CSC is highly known for the learning and networking experience and noticed that when looking at the structure of how they set up their events. I look forward to meeting other professionals in the industry, getting their insight on campus safety, and growing my network of resources.  
  
**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 our <Insert school/campus>. I like this approach because I get to experience this in person versus doing months of research and spending hours on the phone or in meetings for something that could not be a solution for us. 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. Four-hour session focused on a specific topic during the first day of the conference before all the sessions kick off. |
| Other Costs | <Insert> | Meals i.e. breakfast, mileage, parking etc. |
| **Total Estimated Costs** | <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 to making <Insert school/campus> safer. 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 our <Insert school/campus> safer. I am confident that the Campus Safety Conference is an experience that I can’t afford to miss. For more information about the conference, visit [CampusSafetyConference.com.](https://www.campussafetyconference.com/)

Thank you for taking the time to review this request. I look forward to this great opportunity to attend CSC!

Sincerely,

<Insert Signature>

**Convince Your Boss - Fill in the Blanks Guide**

**WEST**

* WEST: June 15-17 in Las Vegas, NV
* Hotel: M Resort, Spa and Casino
  + Rate: $145++ plus $10.99 resort fee per night.
  + Includes wifi, self and valet parking, LAS airport shuttles transfers, Las Vegas strip shuttle transfers
* Airfare: Tips when finding estimated airfare costs.
  + Arrival for Pre-Conference and Conference: June 14 (anytime) or on June 15 before 1 pm (pre-conference starts at 1 pm
  + Arrival for Conference Only: June 15 before 5 pm (reception starts at 5:00 pm)
  + Departure: June 17 by 7:30 pm (conference ends at 4:00 pm) or June 18 (anytime)
  + Airport is 10-15 minutes from the hotel.
* Other Resources
  + Schedule: <https://www.campussafetyconference.com/conference/schedule-west>
  + Pre-Conferences: <https://www.campussafetyconference.com/west/west-preconferences>
  + Hotel & Travel: <https://www.campussafetyconference.com/west/hotel-and-travel>

**EAST**

* EAST: July 12-14 in Bethesda, MD
* Hotel: Bethesda North Marriott Hotel and Conference Center
  + Rate: $179++
  + Includes wifi for Marriott members (free to join!) and discounted self-parking.
* Airfare: Tips when finding estimated airfare costs.
  + Arrival for Pre-Conference and Conference: July 11 (anytime) or on July 12 before 1 pm (pre-conference starts at 1 pm
  + Arrival for Conference Only: July 12 before 5 pm (reception starts at 5:00 pm)
  + Departure: July 14 by 7:30 pm (conference ends at 4:00 pm) or July 15 (anytime)
  + Airport is 45+ minutes from the hotel depending on which airport you are using.
* Other Resources
  + Schedule: <https://www.campussafetyconference.com/conference/schedule-east>
  + Pre-Conferences: <https://www.campussafetyconference.com/east/east-preconferences>
  + Hotel & Travel: <https://www.campussafetyconference.com/east/hotel-and-travel>

**TEXAS**

* TEXAS: July 26-28 in San Antonio, TX
* Hotel: San Antonio Marriott Rivercenter
  + Rate: $179++
  + Includes wifi for Marriott members (free to join!) and discounted daily and overnight self-parking.
* Airfare: Tips when finding estimated airfare costs.
  + Arrival for Pre-Conference and Conference: July 25 (anytime) or on July 26 before 1 pm (pre-conference starts at 1 pm
  + Arrival for Conference Only: July 26 before 5 pm (reception starts at 5:00 pm)
  + Departure: July 28 by 7:30 pm (conference ends at 4:00 pm) or July 29 (anytime)
  + Airport is 15 minutes from the hotel.
* Other Resources
  + Schedule: <https://www.campussafetyconference.com/conference/schedule-texas>
  + Pre-Conferences: <https://www.campussafetyconference.com/texas/texas-preconferences>
  + Hotel & Travel: <https://www.campussafetyconference.com/texas/hotel-and-travel>