

Dear <Insert Manager's Name>,

I am requesting approval to attend the **2021 Campus Safety Conference at EDspaces** taking place on November 3-5, 2021 in Pittsburgh, PA. 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 have access to meet with 200+ like-minded professionals representing schools/campuses of all sizes from around the country.

Resources

Throughout the event, I will have the opportunity to meet with 40+ 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. |
| Total Estimated Costs | <Insert> | |

By attending this conference, I will be able to learn from experienced professionals as well as my peers and explore methods and leading practices in safety and security. 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.

Thank you for taking the time to review this request.

Sincerely,

<Insert Signature>

Convince Your Boss - Fill in the Blanks Guide and Notes

REGISTRATION (ALL)

| Detail (below), Deadline (right) | Sept. 15, 2021 | Oct. 15, 2021 | Nov. 5, 2021 |
|----------------------------------|----------------|---------------|--------------|
| Conference Package | \$299 | \$399 | \$499 |
| Teams of 4 or more people | \$225 | \$299 | \$374 |
| Pre-Conference (Optional Add on) | \$49 | \$59 | \$69 |

All prices shown above are the cost per person.

| | TEXAS |
|-------------------------|--|
| Dates/Location | November 3 – 5 Pittsburgh, PA |
| Hotel/Rate | Click here to view hotel options/rates. |
| Travel - Arrival | Arrival November 2 (anytime) or on November 3 before 1 pm (pre-conference starts at 1 pm.) |
| Travel Departure | Departure: November 5 after 4:00 pm (conference ends at 1:00 pm) or November 5 (anytime). |
| Airport | Pittsburgh International Airport (PIT) |