Dear [supervisor’s name]:

To ensure that [institution’s name] continues to be on the cutting-edge of the best teaching, learning, and leadership practices, I would like to attend the Chair Academy’s International Conference, empowering myself personally, professionally and organizationally. This three-day professional, leadership development conference is held November 6-8, 2022, in Scottsdale, Arizona.

The Chair Academy’s conference is an exceptional opportunity for participants to meet and share ideas, issues, and challenges with colleagues from global, higher education organizations. Participants gain practical knowledge, new ideas and tools, as well as current research and trends from world renowned speakers, presenters and concurrent sessions.

The conference goals are to:
• Provide an interactive forum for educational leaders at all levels
• Address administrative/academic needs of higher education/organizational leaders
• Develop the skills required for effective leadership
• Maximize the opportunity for conferees to interact, network and build community

This conference is a high-quality, higher education event, specifically designed to provide ideas, information, and inspiration to community and technical college faculty and administrators who are looking for best practices for improving student success.

My participation in this conference will:

* Equip me with new skills and strategies
* Provide an opportunity for me to network with other educators around the world.
* Return me to campus, reinvigorated and ready to share my new knowledge with colleagues.

Registration costs are below:

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| **Presenter Rate**November 7/8, 2022 | **$500** |  |  |
|  |
| **Arizona College Participant** | **$700** |  |  |
| November 7/8, 2022 |  |
| **Full Conference Rate** | **$900 Non-Member $800 Member** |  |  |
| November 7/8, 2022 |  |
| **Single Day Rate** | **$400 each day** |  |  |
| November 7 or November 8 only |  |

Lodging at the Conference hotel, Scottsdale Plaza Resort, is $205/night. The cut-off date to make hotel reservations in the Chair Academy’s discounted block is October 14, 2022.

Please support my attendance at the Chair Academy’s 2022 International Conference www.chairacademy.com to learn more about this professional development opportunity.

Sincerely,

[Your name]