

<Date>

Dear <Supervisor's Name>,

I am writing to formally request approval to attend the upcoming Oregon Association of Higher Education and Disability (ORAHEAD) conference. This year, the conference is taking place in Newport, Oregon from November 5-7, 2025.

This conference is a premier event in the state of Oregon which is dedicated to improving disability services and accessibility in higher education. Attending would provide me with a valuable opportunity to learn about best practices, emerging technologies, current legal updates, and innovative strategies that are directly applicable to our work in the <Office/Department Name> at <College/University>.

Key benefits of attending include:

- Skill Development: Sessions focus on a range of topics including inclusive education, universal design, assistive technologies, and accommodation strategies, all of which can be directly applied to enhance our support for students with disabilities.
- Networking and Collaboration: The conference draws professionals from across the state who are deeply engaged in accessibility work. This is a unique opportunity to build relationships, share ideas, and bring back proven solutions that have been successful at other institutions.
- Staying Current: With the evolving legal landscape around ADA compliance, accessibility, and digital inclusion, it is essential that we remain informed and proactive. Particularly, with the recent legal mandates such as the [important changes to Title II of the ADA](#).

I am requesting approval for the conference registration fee, travel, and related expenses. Conference registration includes full access to the event, all presenter sessions, networking opportunities, and multiple meals.

Here is the cost breakdown:

- Conference registration: **\$395 (Member Price), \$425 (Non-Member Price), \$200 (Presenter Price)**
- Transportation: <xxx>
- Hotel: <xxx>
- Meals: <xxx>
- Total: <xxx>

I am confident that the investment in attending ORAHEAD will yield a stone return in terms of professional development and service improvement. I would be happy to submit a post-conference report that will include major takeaways and recommendations I think will help us grow our department.

Thank you in advance for considering this request. Please let me know if you need any additional information.

<Your signature>