

Subject: 2024 Alumni Career Services Network (ACSN) Conference

Dear [First Name],

I'm writing today for your approval to attend the [2024 ACSN Conference](#). The conference is taking place July 22-24 in Worcester, MA at the College of the Holy Cross. Upon reviewing past years' agendas as well as this year's, I believe attending would benefit my professional development and our institution's continued success. This in-person conference is a gathering of industry leaders, innovators, and professionals in alumni career services from top colleges and universities nationwide.

Between incredible keynote and pre-conference speakers, educational sessions from colleagues and peers, and the opportunity to network with other professionals and vendors, I'm guaranteed to bring at least one approach or strategy back that we can implement immediately in order to positively impact our alumni community. I plan to attend several sessions directly related to **[current projects and challenges]**. These opportunities will provide me with practical skills and strategies that can be immediately applied to our work. Beyond the scheduled sessions, the conference offers numerous networking opportunities with both professionals and vendors. These interactions could lead to potential partnerships, collaborations, or insights that may benefit our institution.

Here are a few conference highlights:

- [Dr. Kristen Lee, Ed.D. LICSW as the Keynote Speaker](#): This keynote provides a toolbox of interactive, practical, evidence-based strategies to cultivate resilience and build a positive contagion of connection and positive impact.
- Employer Panel at Polar Park: Panelists from various industries will join us to discuss hiring trends moderated by Tim Murray, President and CEO, Worcester Chamber of Commerce; former Lt Governor of MA; former Mayor of Worcester.
- [Pre-Conference Opportunity with Dr. Hayley Haywood](#): In this session, we will explore data from a critical narrative study amplifying the college-to-career transitions of first-generation college graduates of color.
- Plenary Session with Alex Beard: The Art of Being Yourself: Elevate Your Career with Improvisation. This interactive session explores the practical applications of applied improvisational theater in critical areas of professional development, including leadership, team dynamics, communication, conflict resolution, and adaptability.
- **[other specific breakout sessions]**

The total budget required for this trip would be **\$XXX, including a pre-conference fee of \$75, conference fee of \$575, lodging at \$XXX, transportation at \$XXX and incidentals at \$XXX.** Thank you in advance for your consideration. I believe this conference is a great professional development opportunity that will improve my work and positively impact our campus and alumni community.