

Date

Dear [supervisor's name],

I write today to request your permission to attend the 2026 Association of Academic Museums and Galleries Conference (#AAMG2026), June 9-12, at the University of Iowa. AAMG is the leading educational and professional organization for academic museums, galleries, and collections in the United States. This year's conference, presented in Iowa City, IA, explores the many dimensions of creativity found within academic museums and galleries.

Why #AAMG2026? AAMG recognizes the complex financial, political, and ideological landscapes in which [your gallery/museum/institution] now operates. Responsively, the conference's 2026 theme, "Creativity," centers innovative approaches to museum operations, including marketing and communications, finance and fundraising, board governance and advisory councils, exhibition and collections management, and volunteer and visitor service programs, among other pressing issues.

How will this benefit us? This conference provides an opportunity to develop effective solutions to external pressures, establish resources for professional practices and sustainability, build institutional and staff resiliency, create spaces for critical dialogue, and collaborate across disciplines and communities. Attending the conference will provide access to over 40 informative sessions and expand our network of knowledge and experience through engagement with hundreds of like-minded professional colleagues.

Conference registration, which ranges from \$85 to \$435, can be reduced significantly by registering before the early bird date of May 1, 2026. In an effort to continue to offer affordable options to AAMG members, annual conference registration rates are based on individual income levels. This financial flexibility ensures that participants like me can take advantage of the opportunities provided by the conference, the University of Iowa, and Iowa City.

After the conclusion of #AAMG2026, I would be happy to provide a summary and recommendations that further our institution's initiatives. Thank you in advance for your consideration and support.

Sincerely,

[Your name]

[Your title]