**Request for Approval to Attend ASWE Rise in Denver, CO**

Dear [Name],

I am requesting approval to attend the [ASWE Rise](https://wcet.wiche.edu/events/aswe-rise/) event in Denver, Colorado, scheduled for October 23-24, 2025. This unique convening is designed to support emerging and established leaders from a wide range of backgrounds and digital learning modalities, with a focus on growth, empowerment, and the advancement of women.

ASWE (the Annual Summit for Women in eLearning) will offer me a chance to engage in high-impact conversations, gain insight into leadership strategies, and build lasting connections with colleagues from across the country who share a vision for innovative online learning environments that can foster success for all students.

Highlights of ASWE Rise (full program [here](https://cvent.me/d3w4oD)) include:

* **Inspiring keynotes, interactive workshops, and small group discussions** focused on leadership development, personal and professional growth, and strategic innovation.
* **Networking opportunities with leaders, changemakers, and rising professionals** who are shaping the future of digital learning.
* A focus on **community building** within the edtech space—topics that align closely with our organizational values and goals.

ASWE Rise is intentionally **smaller in scale and highly collaborative**, ensuring meaningful dialogue and engagement. I believe that attending this event will not only support my own leadership development but also provide actionable ideas and strategies that can benefit our entire team and enhance our online learning initiatives.

I’ve also included an estimated budget for registration, travel, and lodging:

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| --- | --- |
| Lodging at the Hilton Denver City Center (conference venue) for [#] nights: | $249 X number of nights  If you need to include tax, etc., see the [booking site](https://book.passkey.com/e/50945080) for a better estimate. |
| Conference registration (before July 29): | $375 |
| Airfare | $ |
| Transportation to/from the airport: | $ |
| Meals included in the conference:   * Keynote lunch: October 23 * Breakfast: October 24   Costs for meals outside of the conference: Breakfast and dinner on October 23 Lunch on October 24 | $44 $28 |

I am confident that this will be a valuable investment in both my professional growth and the continued success of our organization. Thank you for considering my request.

Regards,

[Name]