**Request for Approval to Attend WCET 2025 in Denver, CO**

Dear [Name],

I am requesting approval to attend [WCET 2025](https://wcet.wiche.edu/events/wcet-2025/) in Denver, Colorado, scheduled for October 21-23. This conference will provide me with a unique opportunity to learn about the emerging trends in online learning, effective practices, and policy and regulatory issues that may impact our work. Additionally, I will have the opportunity to network with other professionals interested in the intersection of policy and practice of digital learning in higher education.

The WCET audience represents leaders and practitioners in all aspects of digital learning in higher education who bring incredible insights and experiences. With registration limited to 500 attendees, the WCET meeting is intimate and collegial, providing opportunities for meaningful dialogue and insights not found at other conferences.

The [conference program](https://cvent.me/d3w4oD) includes:

* Preconference workshops, plenary sessions, panel presentations, and facilitated discussions.
* A **policy track** to inform attendees of key policy and regulatory issues.
* Engaging and collaborative sessions with a focus on **key digital learning issues**, including artificial intelligence, online student services, accessibility, and workforce considerations.
* An **Ask the Expert session** where I can connect with leaders 1:1 on a variety of topics.

Furthermore, attending this conference will benefit our organization. I will bring back new ideas and strategies that can be implemented in our online learning programs, helping us provide our learners with the best possible digital learning experience.

I have also included an estimate for the cost of attending, and I am confident that this will be a valuable investment for our organization.

Estimated costs:

|  |  |
| --- | --- |
| Lodging at the Hilton Denver City Center (conference venue) for [#] nights: | $249 x number of nightsIf you need to include tax, etc., see the [booking site](https://book.passkey.com/e/50945080) for a better estimate. |
| Conference registration:  Member rate before July 29: Non-member rate before July 29:  | $795$995 |
| Airfare | $ |
| Transportation to/from the airport: | $ |
| Meals included in the conference:* Breakfast: October 22 and 23
* Awards lunch: October 22

Costs for meals outside of the conference:Per diem for October 21Dinner on October 22Lunch on October 23 | $67$44$28 |

Upon my return, I look forward to sharing my insights and knowledge with the team and am committed to ensuring that this investment has a positive impact.

Thank you for considering my request. I hope you will approve my attendance at WCET 2025.

Regards,

[Name]