Dear [Name],

I am writing to request approval to attend the WCET Annual Meeting, taking place in person in Denver, CO, October 19-21. This conference provides a valuable opportunity to learn from digital learning leaders, innovators, and practitioners from across the United States and Canada. Sessions will be a mixture of educational sessions and interactive roundtable discussions. The [program](https://web.cvent.com/event/56ed2d00-709b-4540-b597-38494deb482a/websitePage%3A8cab8dea-7899-4be0-9e09-0e450b85ee6a) highlights include:

* An opening panel of accreditors discussion high-quality digital learning.
* Policy sessions covering timely topics such as OPM oversight, licensure, and compliance management for out-of-state activities.
* Roundtable discussions about key topics like microcredentials, equity and quality, and purposeful educational technology adoption.
* Building community for online learners.

The following is a list of my top three priorities to accomplish at WCET 2022:

1. <Fill in what you intend to get information on or help with>

2. <Fill in>

3. <Fill in>

 Here is an estimation of the cost of my attendance at the WCET Annual Meeting:

· Airfare: $ [xxx]

· Denver light rail to/from the airport: $22.

· Host Hotel, Hilton Denver City Center: $239 per night plus tax.

· Conference Registration Fee: $750 for members ($875 for nonmembers, prices increase on July 14)

Approximate Total: $ [xxxx]

Conference registration includes:

* Welcome reception on Wednesday.
* Deluxe full breakfast on Thursday and Friday.
* Awards and Networking lunch on Thursday.
* Access to all program sessions. Preconference workshops on Wednesday require pre-registration; WCET members receive complimentary access, and a small fee applies to non-WCET members.

I believe the WCET Annual Meeting will be extremely valuable to my position and organization.

 Please let me know if I can provide any additional information. I look forward to hearing your decision.

Regards,

[Name]