Dear <Insert your Supervisor’s Name>,

I would like approval to attend the **Future of Education Technology® Conference** from January 23 - 26, 2023 in New Orleans, La. **FETC**® is the leading independent event on K-12 education technology, with a program tailored to the needs of an increasingly technology-driven education community. As I know you understand, the past two years have shown just how important technology in education truly is. With that, being up to date on technology strategy and tools is crucial to my ability to effectively perform my duties as a <insert title>.

With hundreds of learning opportunities on the agenda, I will receive expert guidance on the latest education technology and practical strategies I can bring back and implement right away to help our <insert either school or district> as we all adapt to today’s education environment throughout the school year and moving forward. Plus, the Expo Hall is known for providing additional content opportunities on top of the many vendors I can visit to research the latest ed tech solutions available.

Here are a few comments from past **FETC** attendees:

“The amount of information shared is amazing, plus you are able to connect and make real-life contacts for your class!”

Heather Hernandez, STEM/Technology Teacher, Sunlight Christian Academy, Fort Pierce, Fla.

“FETC is simply the best place to learn about current and emerging educational technologies!”

Janice Rolle, Instructional Technology Specialist, Bahamas Ministry of Education, Nassau, Bahamas

“This was such a great conference. I was blown away by the number of sessions and all that was available in the Expo Hall. I learned a lot and the networking was invaluable.”

Richard White, Teacher, Technology and Engineering, Daniell Middle School, Cobb County School District, Powder Springs, Ga.

Upon approval, I plan to attend sessions focused on <XXX> which directly relate to the current challenges our <insert either school or district> is facing. I am seeking approval for the registration and travel expenditures. As a reminder, we can use ESSER funds for professional development and traveling to in-person conferences.

If I register now, I’ll receive a discounted registration rate. Here is a complete breakdown of the costs:

Conference Pass: $<XXX>

Airfare: $<XXX>

Other Transportation: $<XXX>

Hotel: $<XXX>/night for <XXX> nights

Meals: $<XXX>

Total Cost: $<XXX>

Complete information on **FETC 2023** is available at www.FETC.org. Please consider my request as **FETC** is an invaluable learning opportunity.

Sincerely,

<Insert your name>