**Option 1**

**[insert date]**

Subject: Justification for Attendance at the CHEC Annual Conference in Dallas, TX July 20–22, 2025

Dear **[insert supervisor name],**

I am writing to request approval to attend the Coaching in Higher Education Consortium (CHEC) Annual Conference scheduled to take place from July 20–22, 2025. The Annual Conference offers a unique opportunity for professional development, networking, and reflection, aligning closely with our institutional mission and strategic objectives.

1. **Expand Your Network**: The CHEC Conference provides a platform to expand our network across the globe, facilitating connections with professionals who employ different models and strategies within their institutions. This diverse network will offer valuable insights and perspectives that can enrich our own practices and approaches.
2. **Keynote and Specific Tracks**: The conference features keynote sessions and live coaching simulations that offer tangible takeaways for attendees. These sessions are designed to inspire and inform, providing practical strategies and best practices that can be implemented to address current challenges and enhance our services.
3. **Value of Connecting with Peer Institutions**: Engaging with peer institutions is essential for fostering collaboration and knowledge-sharing. The CHEC Conference offers numerous opportunities to connect with colleagues from similar institutions, enabling us to learn from their experiences and successes while also sharing our own expertise.
4. **Access to State/Private Institutions**: The conference offers access to a range of institutions, including both state and private colleges and universities. This exposure allows us to gain insights into different institutional models and practices, broadening our understanding of the higher education landscape.
5. **Exploring Student Experiences**: The CHEC Conference provides an opportunity to explore student experiences and perspectives from a variety of institutions. Understanding myriad needs and preferences of students is crucial for informing our decision-making and enhancing the student experience on our campus.
6. **Different Approaches to Coaching in Higher Education**: The conference sessions and discussions will explore various approaches to developing and facilitating coaching programs across higher education. Learning about different strategies and best practices in this area will help us optimize our coaching offerings to better serve our community.

I am requesting approval for the conference registration fee, travel, and related expenses. Conference registration includes full access to the event, including over **30** concurrent sessions and networking opportunities that will help me continue to grow to best support our campus.

Here is the cost breakdown:

* Conference Registration (Before July 6, 2025): **$400 (Early Member Price)**
* Roundtrip Airfare: **< $xxx >**
* Ground Transportation: **< $xxx >**
* Hotel: **< $xxx >**
* Meals: **< $xxx >**
* **Total: < $xxx >**

Here are some possible savings opportunities:

* Registering before July 6 can save $150
* Utilizing the light rail from the Dallas airport to the conference hotel and location will cut costs on Rideshare or Taxi
* Securing Hotel prior to June 23, 2025 will ensure CHEC Group rate

Upon my return from the conference, I am happy to submit a post-conference report that will include major takeaways from conference sessions and themes as well as recommendations that will help us with our short- and long-term planning. I am confident that my participation in this event will contribute to our ongoing efforts to provide exceptional services and experiences for our students and community members. Thank you in advance for considering this request.

Sincerely,

**< your signature here >**

< full name >

< title >

< organization >

**Option 2**

**[insert date]**

Subject: Justification for Attendance at the CHEC Annual Conference in Dallas, TX July 20–22, 2025

Dear **[insert supervisor name],**

I am writing to request approval to attend the Coaching in Higher Education Consortium (CHEC) Annual Conference scheduled to take place from July 20–22, 2025. The Annual Conference offers a unique opportunity for professional development, networking, and reflection, aligning closely with our institutional mission and strategic objectives.

I am requesting approval for the conference registration fee, travel, and related expenses. Conference registration includes full access to the event, including over **30** concurrent sessions and networking opportunities that will help me continue to grow to best support our campus.

Here is the cost breakdown:

* Conference Registration (Before July 6, 2025): **$400 (Early Member Price)**
* Roundtrip Airfare: **< $xxx >**
* Ground Transportation: **< $xxx >**
* Hotel: **< $xxx >**
* Meals: **< $xxx >**
* **Total: < $xxx >**

Here are some possible savings opportunities:

* Registering before July 6 can save $150
* Utilizing the light rail from the Dallas airport to the conference hotel and location will cut costs on Rideshare or Taxi
* Securing Hotel prior to June 23, 2025 will ensure CHEC Group rate

Upon my return from the conference, I will submit a post-conference report that will include major takeaways from conference sessions and themes as well as recommendations that will help us with our short- and long-term planning. I hope we can meet in the next few weeks to review my attendance and ensure that your expectations are met. Thank you in advance for considering this request.

Sincerely,

**< your signature here >**

< full name >

< title >

< organization >