

Feb. 24-26, 2025



Tech Summit 2025 Attendee Justification Template

Professional development opportunities, like attending conferences, benefit both employees and employers. However, getting approval can sometimes be a challenge.

To help you explain the value of attending Tech Summit 2025, we've created this email template to guide your conversation with your manager. Use it to draft an email requesting their approval and support to attend.

Email Template

[Greeting],

I am asking for approval to attend the 2025 Tech Summit, the leading conference for higher education technology professionals in the Texas A&M University System. This conference will enhance my skills, teach me new solutions and strategies, and expand my professional network—all of which will help me better support our team's goals.

Tech Summit is February 24-26, 2025t in Frisco, TX, and features sessions on:

- [Select 4-5 relevant breakout session topics, e.g. Systems Administration, Organizational Change Management, IT Share Services, Learning Technologies]

Estimated Costs:

- Transportation/Mileage: \$XX
- Hotel (3 nights): \$XX X
- Meals/Incidentals: \$XX
- Registration: \$XXX
- Pre-conference workshop (if applicable): \$XXX

After reviewing other professional development options, I believe Tech Summit is the most cost-effective way for me to gain actionable skills and strategies that can benefit our current projects, such as:

- [add project or initiative]
- [add project or initiative]

After the conference, I plan to share key takeaways and recommendations to apply what I've learned to my work. I am confident that the knowledge and connections I gain will provide immediate and long-term value to our team.

Thank you for considering my request. I look forward to your response.

Best regards,

[Your Name]