**Subject:** Interact: The Textbook Innovation Conference for Higher Education

Dear supervisor’s name,

I’m writing to request approval to attend Interact, Top Hat’s textbook innovation conference, taking place this year in Phoenix, Arizona, on April 14. Top Hat is the leading end-to-end teaching solution for higher education. This is a valuable opportunity to learn about the next generation of interactive, collaborative and customizable educational content, enhance my teaching methods and learn best practices from some of the world’s most innovative educators—attendees representing the top 1,000 colleges and universities in the U.S. will all be there.

**Interact: The Textbook Innovation Conference for Higher Education** is tailor-made for college and university educators. The conference is focussed on how interactive textbooks improve classroom engagement, student comprehension and the overall effectiveness of educators—it’s designed to empower attendees with the tools, strategies and the insider knowledge to augment teaching methods for the modern classroom.  At the conference, we’ll have the opportunity to learn from innovative textbook authors and adopters, master the latest teaching trends and classroom tech, network with like-minded educators and attend sessions with experts in student engagement, flipped learning, active learning and next-generation educational content creation.

Over the course of the one-day conference, I’ll be able to:

* Network with 100-plus fellow higher education instructors
* Earn my Top Hat Certification
* Collect tactics and strategies to enhance my teaching techniques and improve student comprehension
* Learn from experts in Open Educational Resources, instructional design, active learning and interactive educational content creation
* Get inspired by world-renowned experts and keynote speakers

Here’s an approximate breakdown of the costs to attend:

|  |  |
| --- | --- |
| Airfare | $ |
| Ground transportation | $ |
| Hotel | $ |
| Meals | $0 |
| Registration fee | $99 (early bird)or$199 (after March 1, 2018) |
| **TOTAL** | **$** |

The main conference registration fee includes the one-day conference, lunch, snacks, refreshments and networking activities.

After the conference I’ll prepare a shareable report that will include an executive summary, major takeaways, tips and a set of recommendations for how our institution would benefit from the teaching intelligence I’ll bring back from Interact 2018. I will also share relevant findings with all of our key personnel.

Thank you for considering this request. I look forward to your reply.

Regards,

Your signature