**Subject:** Engage 2018: The Conference for Higher Education Innovators

Dear supervisor’s name,

I’m writing to request approval to attend Engage, Top Hat’s higher ed innovation conference, taking place this year in Chicago, Illinois, from October 26 to 27. 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.

**Engage 2018: The Conference for Higher Education Innovators** is tailor-made for college and university educators. The conference is 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 two-day conference, I’ll be able to:

* Network with 400-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 | $199 (early bird)  or  $349 |
| **TOTAL** | **$** |

The main conference registration fee includes the two-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 Engage 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