

AASPA 84th Annual Conference Proposal

To:

From:

Re: AASPA 84th Annual Conference Attendance

Below, please find information on the American Association of School Personnel Administrators (AASPA) 84th Annual Conference. The conference will be held October 10-13, 2022 in Orlando, FL. The AASPA Annual Conference is the largest and most important annual gathering for school human resource administrators and professionals. Over 600 of my career-minded colleagues will be attending to learn and share best practices, experience hands-on training, learn about new laws and trends in HR, participate in professional networking and much more.

AASPA has been ensuring that individuals working in the school human resources profession have the opportunity to connect, lead and excel for more than 84 years. The AASPA 84th Annual Conference features an impressive team of presenters and leaders with real-world experience. I will gain the tools and techniques necessary to stay ahead of the curve at work and make our HR department as effective and efficient as possible.

With schools thrust into the global pandemic, now more than ever it is imperative that we are able to connect with our peers and share innovative approaches to school human resources. At this event, top K-12 administrators will come together to learn information and discover resources we need to make the best decisions for our districts and employees.

In particular, I would like to focus on finding solutions or best practices that could benefit these issues:

- [add issue or initiative]
- [add issue or initiative]
- [add issue or initiative]

In addition to more than 100 educational sessions providing professional development, the conference offers the chance to network with some of the best school HR professionals from around the country. Plus, the AASPA 84th Annual Conference will showcase dozens of industry-leading service and product vendors, giving me an insider's preview that will ultimately save us time and money as we look for the best tools for our district.

Here's an approximate breakdown of conference costs:

Airfare:	\$ _____	
Transportation (between airport and hotel):	\$ _____	
Hotel (4 nights @ \$239, not including taxes):	\$ _____	
Meals (4 days @ \$xxx):	\$ _____	
Registration Fee (varies):	\$ _____	
Total:		\$ _____

This conference will deliver incredible value. The AASPA Annual Conference is the world's best conference of its kind and costs significantly less than similar events.

I will submit a post-conference report that will include a summary, major takeaways, tips and a list of recommendations to maximize our department's current procedures. I will also share relevant information with other key personnel, which will amplify the impact of this investment across the department.

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

Regards,