

**SAMPLE LETTER: Professional Development Request to Attend 2013 ACDA National Conference**

TO: [SUPERVISOR NAME]  
FROM: [YOUR NAME]  
DATE: [INSERT DATE]  
SUBJECT: Approval Request for American Choral Directors Conference

I am writing to request approval to attend the American Choral Directors National Conference, taking place March 13-16, 2013 in Dallas Texas.

The American Choral Directors Conference offers a comprehensive educational and performance experience for choral music professionals to enhance their skill sets in the area of rehearsal techniques, literature, pedagogy, and technology. The American Choral Directors Association is the professional association for choral directors. ACDA offers the only choral educational events that includes instructor-led hands-on workshops, masterclasses, and in-depth lectures from ACDA's top choral educators and performers. The conference features performances from the very best choirs featuring a variety of performance types, including multiple examples from my field of choral work. In addition to the educational sessions and choral masterclasses and performances, choral reading sessions offer the opportunity for me to learn new music in my area of teaching and performance. Seminars and buttonhole sessions with industry professionals widen my horizon and professional network. Composers, publishers, conductors, educators, administrators, and students are all gathered at this unique professional conference. Premium content from ACDA leadership in 30 sessions offers technical roadmaps and insights from professionals who are leaders in the choral profession.

Attending the American Choral Directors National Conference will help me perform my job more effectively and reach key learning objectives. The conference delivers content that will teach me how to:

[INSERT items from the particular list unique to the Conference you plan to attend]

The knowledge and skills I will acquire will be immediately applicable to my current projects such as:

[INSERT current projects unique to your institution, mission, and objectives]

You can see the full Conference offerings at [www.acda.org](http://www.acda.org) [OR INSERT your own division conference website]

Below is a sample of my proposed agenda:

[INSERT sessions and your proposed schedule at the Conference]

The cost of registration is [DOLLAR AMOUNT] and includes all educational sessions, new music choral reading sessions, all performances, access to exhibitor hall, evening activities and selected receptions, and all networking opportunities over the four days of seminar offerings. The following is an estimate of additional conference costs:

Airfare or Mileage: [INSERT DOLLAR AMOUNT]

Ground Transportation and Parking: [INSERT DOLLAR AMOUNT]

Hotel: [INSERT DOLLAR AMOUNT]

Total Cost to Attend: [INSERT DOLLAR AMOUNT]

In terms of value, this is what I estimate this conference would cost me as separate events throughout the year: [INSERT TOTAL ESTIMATED COST].

This conference represents [NUMBER] hours of real time continuing education in the area of choral skills, performance, and literature review. Upon my return, I will assemble a complete conference report of my activities.

Thank you for considering supporting my attendance at this important professional conference.

Kind Regards,

[YOUR NAME]