Subject: Request to Attend the AGB 2023 Board Professionals Conference

Dear [Decision Maker Name],

**I am requesting approval to attend the** [**2023 AGB Board Professionals Conference**](https://agb.org/events/2023-board-professionals-conference/). The conference takes place March 31–April 2, 2023, in San Diego, California. It is the only conference specifically designed for higher education board professionals.   
  
**The AGB Board Professionals Conference is designed by the AGB**[**Board Professionals Leadership Group**](https://agb.org/about-us/board-professionals-leadership-group/) for board secretaries and board office staff, assistants to the president, general counsel, secretaries of the college, vice presidents, and chiefs of staff and others who staff the board.

This year’s conference will have over 60 expert speakers during two and a half days of dynamic plenary and concurrent sessions. Intensive ideas exchanges and affinity sessions will improve my ability to successfully support the work of our board and institution.

**Costs**   
**The approximate investment for my attendance is:**   
(Complete the information in red as appropriate)   
**Travel costs:** $XXX   
**Accommodation (X nights at $309/night\*):** $XXX   
**Meals (breakfast and lunch are included with conference pass):** $XX   
**Member conference pass:** $650   
[Nonmember conference pass: $750]

**Total cost to attend:** $X,XXX   
   
*\*AGB has secured a room block at the*[*Manchester Grand Hyatt San Diego*](https://www.hyatt.com/en-US/hotel/california/manchester-grand-hyatt-san-diego/sanrs)*for Board Professionals Conference attendees at a group rate of $309 per night (exclusive of 12.5% taxes).*   
   
**By attending AGB’s Board Professionals Conference, I’ll have access to the latest tools, ideas, and resources, and connections with other board professionals to continue networking and idea exchange.** When I return from the Board Professionals Conference, I will compile a short presentation that will include my learnings and ideas for effectively supporting our board.   
   
 Thank you for your consideration.   
   
 [Signature]