To: Department Chair, Director, or Dean  
From: Prospective Conference Attendee  
Re: Attendance at 2024 ALISE Annual Conference   
Date: [add here]

I am writing to request your support [or other ask, e.g., budget, department approval, etc.] for my attendance at the 2024 ALISE Annual Conference, entitled Ethics & Evolution of Truth & Information.

This year’s annual conference of the Association for Library Science and Information Education promises to be a dynamic gathering of scholars, educators, and students, curious to ask and discuss questions around ethical issues raised by rapid adoption of new tools and technologies for creating, remixing, and sharing information [or add other topical thread relevant to your interests].

[If applicable, add participation as a presenter, e.g., I am looking forward to

* Presenting my paper, Title Here
* Participating in the panel, Title Here
* Presenting my poster, entitled . . .]

During the conference, I plan to attend these sessions and programs, among other events:

* List here papers, panels, and events you plan to attend
* Session #2
* Session #3
* Session #4

I am also looking forward to [activities such as] engaging with vendors and publishers, networking with fellow LIS faculty, building skills and new knowledge in the ALISE Academy, celebrating colleagues receiving awards, following new research and exchanging ideas at the poster sessions, and represent our institutional commitment to outstanding LIS education and research.

The estimated costs of attendance are as follows

* [Click Here](https://ali.memberclicks.net/assets/2024Conference/ALISE%20Conference%20Budget%20Template.xlsx) to Access the ALISE Conference Budget Template.

I anticipate that by engaging in this conference, I will return having learned from [or networked with] colleagues, examined emerging research questions, and developed pedagogical knowledge to inform my work.

Thank you for your consideration.