

## JUSTIFICATION LETTER

Dear [insert name],

I would like to attend the 8th Annual Diversity Abroad Conference, the most comprehensive national forum on issues of access, diversity, equity, and inclusion in global education. The upcoming conference will be held on March 14-17, 2020 at the Sheraton New Orleans Hotel in New Orleans, LA.

As the field of international education and cultural exchange seeks to support a more diverse and inclusive student body, the need to identify champions on and off campus and at all levels of the institution- is paramount. The conference theme -- *Amplifying Voices - Moving from Rhetoric to Systemic Change* -- provides a necessary platform to collectively examine how can we drive systemic change so that all students — both domestic and international — can maximize the opportunities that a global educational experience presents towards their academic, interpersonal and career success.

Attendees of the Diversity Abroad Conference will learn about and recognize the distinctive nature of leadership needed to implement diversity and inclusion best practices and develop a community with other committed professionals. The unique intersectional identity space of this conference allows attendees to interact directly with theories and practices of diversity and inclusion.

I have reviewed the conference schedule and identified several sessions that will help me gain knowledge and understanding about how we can make our global programming more accessible and inclusive. The presentations are facilitated by leading scholars, practitioners, and administrators who work collaboratively to advance diversity & inclusion in global education.

Each of the presentations listed below are directly related to our current priorities.

- Session 1
- Session 2
- Session 3
- Session 4
- Session 5

Other program highlights include:

- Formal and informal networking opportunities with other professional in the field who are committed to advance diversity and inclusive excellence in global education
- Interactive, seminar-style sessions paired with keynote presentations for personal and professional development.
- Opportunity to connect with the local New Orleans community through local engagement events

For a better understanding of the value of this professional development experience, here is a link to the conference details: <http://conference.diversitynetwork.org/>

Here is the breakdown of my conference attendance expenses:

Airfare:

Transportation:

Hotel:

Meals:

Conference Fee:

Total conference cost of \_\_\_\_\_.

Through the discussions, interactive workshops, and networking opportunities as a participant in the Diversity Abroad Annual Conference, I will return to my role better equipped to support students from all backgrounds and to provide relevant feedback on our office's practices and policies. Furthermore, my participation in the conference will send a strong signal about (*add your institution/organization*)'s commitment to diversity and inclusive excellence. Thank you for considering this request. I look forward to your reply.

Regards,