

Dear [insert name],

I would like to attend the 7th 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 2-5, 2019 at the Boston Park Plaza in Boston, MA.

At its core, the work to advance diversity & inclusion in global education is about educational equity and opportunity. Given that the benefits afforded through well-designed and executed global education opportunities have been linked to student academic success, interpersonal growth and career prospects, the conference theme -- *Equity and Opportunity Through Inclusive Global Education* -- provides a necessary platform to collectively examine how we challenge existing paradigms and leverage global education to advance educational equity and many other poignant topics.

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 Boston 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,