***Convince your boss(es) to send you to EDspaces 2022!***

***Copy, paste, edit, and personalize this text, then send it to your boss for approval!***

Subject: EDspaces 2022

I'd like to attend EDspaces 2022, November 2-4, 2022, in Portland, OR. Every fall, EDspaces brings together leaders in the field of educational facilities for high-quality education, product demonstrations, knowledge sharing, and networking.

The experiences we’ve had over these past few years has accelerated trends in education and is shaping expectations for the future of learning. With more than 3,000 professionals in the educational marketplace representing more than 800 organizations participating, EDspaces will enable me to be even more successful in my role as I will:

* Experience how the physical learning environment can meet the pedagogical needs and technology demands.
* Learn innovative approaches to planning, designing and equipping facilities.
* Hear how my peers are addressing disruption and change at this intersection of pedagogy, space, and technology.
* Meet the architects, designers and vendors who can support us
* Identify exhibitors and their innovative school fixtures, furniture, equipment, technology, products, and services.
* Share my newfound knowledge with colleagues following my experience.

I'm currently working on ways to reduce expenses, including applying for an EDspaces 2022 Scholarship, which will cover my registration investment and hotel accommodations. ESSER funds can also be applied to the expense attending this personal development conference. In addition, EDspaces provides lunch on two days during the event.

Here are approximate costs of attending with a scholarship:

Registration Investment (complimentary): $0

Hotel (up to three nights complimentary): $0

Complimentary lunch two days: $0

Additional meals: $xxx (estimate this amount)

Transportation (roundtrip to Portland) $xxx (estimate this amount)

Ground transportation / parking $xxx (estimate this amount)

Total estimated cost: $ [ total ]

After attending EDspaces, I'll be happy to submit a report with the major takeaways, tips, and recommendations to maximize the return on our current/future investments in innovative solutions. I can also share relevant information and contacts with other teams throughout our organization.

Thank you for considering this request.