***Convince your boss(es) to send you to EDspaces 2021!***

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

Subject: EDspaces 2021

I'd like to attend EDspaces 2021, November 3-5, 2021, in Pittsburgh, PA. Once a year, EDspaces brings together leaders in the field of educational facilities for high-quality education, product demonstrations, knowledge sharing, and networking.

EDspaces 2019 was attended by more than 2,600 educational facilities professionals representing more than 800 organizations. The number of leaders and educational professionals attending the conference has grown over the past several years increasing the networking and professional development opportunities. In fact, EDspaces was named one of *Trade Show Executive*'s 50 Fastest-Growing Shows of 2017, 2018, and 2019.

EDspaces will enable me to be even more successful in my role as I will:

• Experience how pedagogy, environment, and technology converge and enhance student learning.

• Learn innovative approaches to planning, designing, and equipping facilities.

• Hear how my peers are addressing disruption and change.

• Meet the architects, designers, and vendors who can support our next design project.

• Identify exhibitors and their innovative school equipment, fixtures, furniture, 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 2021 Scholarship, which will cover my registration fee and hotel accommodations. In addition, EDspaces provides lunch on two days during the event.

Here are approximate costs of attending with a scholarship:

Registration fee (complimentary): $0

Hotel (up to three nights complimentary): $0

Complimentary lunch two days: $0

Additional meals: $xxx (estimate this amount)

Transportation (roundtrip to Pittsburgh) $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. I look forward to your reply.