**Gain Approval Letter**

To: (Insert manager’s name here)

From: (Insert your name here)

Subject: GradLeaders 2017 User Conference

The GradLeaders 2017 User Conference connects over 300 career services professionals from partner schools to network, train, gain industry insights and learn best practices to optimize our use of the GradLeaders platform.

This conference will enable me to interact with some of the field’s most active innovators and stay on the cutting edge of career services technology. I expect to come back with new contacts, fresh ideas and tips to get the most value from our partnership with GradLeaders.

I think these new relationships and strategies will benefit (insert school name here) and serve as a good use of my time.

Considering the admission fee, travel to Austin, Texas and a hotel, I estimate the total cost to be (insert total cost here). The event will be held May 23 through 25 and I’ve included an agenda attached for your reference.

Thank you for your consideration and I look forward to your approval.

Regards,

(insert name here)

**Agenda:**

* 2-6pm: Registration
* 6-8pm: Networking Reception – *Light appetizers and drinks provided by GradLeaders*

*Wednesday, May 24:*

* 7-8:30am: Breakfast – *provided by GradLeaders*
* 8:30-9:30am: CEO Welcome, Tech Update and Product Roadmap Sneak Peek
* 9:30-Noon: Training Sessions for GradLeaders Career Center, CSO System and The Outcomes Survey Users
* Noon-1:30pm: Lunch – *provided by GradLeaders*
* 1:30pm-5pm: Breakout Sessions for Career Centers and Institutional Research
* 6pm: Networking Dinner and Entertainment – *provided by GradLeaders*

*Thursday, May 25:*

* 5:30am: Fun Run
* 7-8:30am: Breakfast – *provided by GradLeaders*
* 8-9:00am: General Session
* 9:00-Noon: Breakout Sessions
* Noon-1pm: Lunch
* 1pm-3pm: Breakout Sessions