



Subject: Attending RMACAC Annual Conference

RMACAC's Annual Conference brings college admissions professionals from the five-state region and beyond together for educational sessions, networking, and special interest group meetings. I would like to request approval to attend.

This year's conference will offer over 75 educational sessions, a counselor college fair, networking socials with other professionals and industry vendors, and more. The educational sessions will cover the emerging college admission counseling topics and provide me with action items to bring back to **[insert institution/organization]**.

The event will be in Colorado Springs, CO April 15-17, 2024.

Here are the goals I plan accomplish:

1. **Enter goal 1**
2. **Enter goal 2**
3. **Enter goal 3**

Here are the sessions I am interested in attending:

1. **Session and learning objective**
2. **Session and learning objective**
3. **Session and learning objective**
4. **Session and learning objective**
5. **Session and learning objective**

I have calculated the approximate cost of attending below:

RMACAC Conference 2024 Registration	\$
Accommodations estimate (typically 2 nights)	\$
Travel estimate (flights, rental, etc.)	\$
Total cost	\$

I believe that my attendance at RMACAC Annual Conference 2024 will provide me with new tools to implement and grow our organization. After the conference, I am prepared to report my key takeaways and share them with our team. I will make sure we get the full value of the conference. Thank you for your consideration.

Sincerely,