

Dear \_\_\_\_\_

I would like to attend the APHSA National Human Services Summit on June 9-12, 2024, at the Crystal Gateway Marriott, Arlington, VA. The theme of the summit is *Shared Vision, Collective Impact: Shaping Our Future Together*.

I have reviewed the agenda and feel the return on investment would be a major benefit as the event aligns to the priorities of our department and agency. It is a very worthwhile investment given the level of education and networking provided.

Over the course of the meeting and conference, I will have access to:

- Education topics in the human service and non-profit fields as it relates to my role in the agency.
- Presentations covering the latest trends and top-of-mind questions from human services experts and federal government leaders.
- Multiple opportunities to network with peers and industry thought leaders where I can exchange ideas with other government peers who have the same role or challenges.

I am seeking approval for the registration fee and travel expenditures. The full conference registration is \$965 for APHSA members / \$1,040 for non-members per person. Early registration ends on May 15, 2024. The conference hotel block closes on May 15, 2024. The government room rate is \$258 plus taxes (currently at 14.25%), per night.

Below is a complete breakdown of the estimated conference costs:

Conference Registration	\$
Hotel for 3 nights	\$
Airfare/Mileage	\$
Per Diem	\$
Total	\$

*\*Conference registration includes two breakfast general sessions and two light networking receptions.*

APHSA remains committed to the safety and well-being of attendees at their in-person events as their top priority. They strongly encourage all who attend APHSA events to be up to date on their COVID-19 vaccinations, as defined by the CDC and monitor their well-being at the time of the meeting. Masks are welcome but not required. This policy can change based on local jurisdiction protocols.

I will see what others are implementing in human services training that is new, innovative, cost-effective, and engaging. I will participate in interactive sessions where I will learn exciting new ways to facilitate and train employees at our job sites. I will also hear from national leaders regarding what they are doing to take human services workforce development to the next level so we can do the same. I will hear the trends and directions that are emerging nationally to ensure we have organizational alignment across our agency.

The Summit provides an unparalleled opportunity for me to upskill. The registration also grants me access to ongoing webinars, informative articles in APHSA's *Policy & Practice* magazine and a wide range of workforce development resources!

I will return engaged, energized, and enthusiastic about implementing all the exciting learnings that I have taken in over the four content-packed days!

I would love to discuss the particulars of the event, the potential return on investment, and answer any questions that you have. Thank you in advance for considering my request.

Sincerely,

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