

Edit this letter in the grayed areas and as appropriate to your job and organization. Spell check & proofread it. Present this letter to your manager along with the detailed agenda and list of speakers and exhibitors.

Date

<Your name>

<Your title/location>

Dear <Manager>,

I am writing to request approval to attend the **National Conference on Gambling Addiction & Responsible Gambling**. The Main Conference takes online over 4 afternoons: Nov. 5-6 and 12-13, 2020 from 12pm to 4pm ET, with networking and exhibitor vendor sessions from 4pm to 5pm ET. The Master Classes are also online and in the afternoons, Dec. 1,2 9 from 1pm to 3pm ET.

The conference theme is “**Capital Ideas: Accelerating Change**” and it is the premier event for problem gambling and responsible gambling professionals. The agenda focuses on new developments in our field, especially those due to sports betting and online gambling. Conference sessions are a presentations with nationally recognized speakers, where I would have the chance to learn directly from experts. These include:

- <Give specific program information - for example, the keynote speech, how this will help you>
- I specifically want to attend <name 3 speakers/sessions> because they will help me with <name 1 – 3 challenges that are relevant to your work.>
- Meeting with the conference exhibitors will prove to be invaluable for me. I plan to visit three key vendors at the conference < insert three vendor names> to help assist me with <, i.e., our current budget / service restructuring needs, etc.>.

The new information that I will be able to share with the rest of our team will be extremely valuable. I will also have the opportunity to earn CEUs for my professional certification. Please review the conference website at www.ncpgambling.org/conference.

By registering before the deadline of October 29, I could avoid the additional Last Minute Fee of \$34 and save even more with a membership; or as part of a Group Registration with 3 or more people from our organization. Here are the estimated conference costs:

Conference fee (deadline 10/29):

All four days: \$254 for NCPG Members | \$284 for non-members

One day or combination of 2 or 3 days: \$104 per day for NCPG Members || \$114 for non-members

Individual membership: \$80 | \$65 for Seniors | \$35 for enrolled students

Total:

I am confident you will see this as a worthwhile investment. I believe that attending this conference will build my knowledge base to help clients, customers and team members. I look forward to hearing from you on this request as soon as possible – ideally by October 25.

Sincerely,

Your Name