

Date: _____

Dear _____

I would like to attend the APHSA National Human Services Summit on June 1-4, 2025, at the Philadelphia Marriott Downtown in Philadelphia, PA.

I have carefully reviewed the agenda and am confident that the return on investment for this conference would be significant, as it aligns directly with our department and agency's priorities. The level of education and networking opportunities provided makes this a worthwhile investment.

This conference offers a unique opportunity to stay ahead of the curve in human services training and development. By attending this conference, I will:

- **Gain valuable insights:** Learn about the latest trends, innovations, and best practices in human services training.
- **Network with industry leaders:** Connect with professionals from across the country to exchange ideas and build relationships.
- **Bring new ideas to the table:** Discover innovative training techniques and strategies that can be implemented to enhance our organization's training programs.
- **Stay informed on regulatory updates:** Learn about the latest regulatory changes that may impact our workforce development efforts.

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 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 14, 2025. The conference hotel block closes on May 14, 2025. The government room rate is \$187 and run of house room rate is \$259 (currently at 16.73%), 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 meals and two light networking receptions.*

APHSA has implemented safety measures to ensure the well-being of attendees, including encouraging vaccinations and making masks optional. I am confident that by attending this conference, I can contribute to the ongoing success of our organization.

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 welcome the opportunity 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,

