

Subject: Request to Attend the NAPAHE 2023 Annual National Conference

Dear Supervisor:

I am requesting approval to attend [the 2023 National Association of Presidential Assistants in Higher Education Annual National Conference](#). The conference will be held April 12- April 14, 2023, in Washington, D.C.

NAPAHE serves presidential assistants and other professionals supporting higher education leaders, including chiefs of staff, provosts' assistants, vice president and deans' assistants, and board liaisons. Over the course of two days, I'll have a chance to attend three plenary sessions, fifteen concurrent sessions, over twenty roundtable topics, two affinity sessions, and a networking reception that will enhance my service to our institution and to your office.

To review additional justification as to why I should attend the 2023 NAPAHE Annual Conference, please read this [letter](#) of support from the President of Molloy University. I've also provided the draft conference agenda for your review [here](#).

**The approximate investment for my attendance is:**

**Registration Fee:** \$500 (NAPAHE members); \$550 (non-NAPAHE members)

**Hotel (\_\_\_\_nights at \$284/night\*):** \$

**Meals (2 breakfasts and 1 lunch are included in the registration fee):** \$

**Travel costs:** \$

**Total Cost:** \$

NAPAHE partners with ACE to present in-person professional development events each spring. Included in my NAPAHE conference registration confirmation will be a 20% discount code to register for the ACE2023 Annual Meeting, should you wish for me to attend that event as well.

*\*NAPAHE partners with ACE and has secured a room block at the Marriott Marquis Washington D.C. at a group rate of \$284 per night (exclusive of 14.95% taxes) for those attending the 2023 NAPAHE Annual National Conference and the ACE Annual Meeting.*

Thank you for your consideration.