Dear Administrator:

I am writing to request approval to attend the ACTFL 2023 Annual Convention and World Languages Expo in Chicago, IL from Friday, November 17, through Sunday, November 19 at the McCormick Place West. Pre-convention workshops will be held on Thursday, November 16 from 4:00 p.m. until 6:30 p.m. The ACTFL Convention is globally recognized as the most comprehensive professional development event for language educators in the U.S. This event offers learning opportunities for all language education professionals at all levels and from all languages.

At ACTFL 2023, I will have the opportunity to attend educational sessions and participate in hands-on learning environments that will provide me with tangible resources and ready-to-use techniques that will help me build my content knowledge and learn new strategies. I will be exposed to the timeliest topics, the latest research, and the most current trends in language education today. Upon my return, I will share the information and resources that I gathered to our world languages department, preparing our school and district to guide our language learners to improve their level of performance.

Registration includes:

* Access to more than 600 educational sessions for all levels of instruction
* Entry to an interactive exhibit hall featuring more than 200 companies and another learning experience in the Social Media Lounge, Electronic Posters, Roundtables, the Career Café, Wellness Studio, and many others.
* An Opening General Session with a keynote address by Kal Penn and a Closing General Session by Sarah Eagle Heart
* Opportunities to connect and network with more than 7,000 language professionals

Registration starts at $295 for ACTFL members and $445 for non-members. Rates do increase slightly after the early-bird deadline on July 12, 2023. Join ACTFL for $45 before registering and save $150 on registration.

I am confident that I will bring back a great deal of valuable information that I can share with my peers to create a better learning experience that will help our students succeed.

Please visit the ACTFL website for more information: www.actfl.org/convention-expo.

Thank you for considering my request for this opportunity!

Sincerely,