Dear Administrator:

I am writing to request approval to attend the ACTFL 2024 Annual Convention and World Languages Expo in Philadelphia, PA, from Friday, November 22 through Sunday, November 24 at the Pennsylvania Convention Center. 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 2024, 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 language proficiency and intercultural competence as they prepare to interact in our global community.

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 additional learning experiences in the Career Cafe, Digital Learning Lounge, ImpACTFL Zone, Electronic Posters, Roundtables, Wellness Studio, and many others.
* An Opening General Session with a keynote address and a Closing General Session by Blessing Offor.
* Opportunities to connect and network with more than 7,000 language professionals from around the world.

Registration starts at $320 for ACTFL members and $470 for non-members. Rates do increase slightly after the early-bird deadline on July 17, 2024. I can 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 colleagues to create a better learning experience that will help our students succeed.

Please visit the ACTFL website for more information on the ACTFL Convention and World Languages Expo: <https://www.actfl.org/convention-and-expo>.

Thank you for considering my request for this opportunity!

Sincerely,