



Simply copy and paste the template below:

Date

Dear (supervisor's name),

I write today to request your permission to attend the 2023 Association of Academic Museums and Galleries Annual Conference (#AAMG2023), June 12-15 at the University of Kansas in Lawrence, Kansas. This conference will enable me not only to participate in educational sessions that are directly applicable to my position but it will also allow me to network with others in the field, learn from colleagues, and therefore, bring valuable knowledge home to help strengthen our own institution.

Why #AAMG2023?

#AAMG2023 is the only conference that brings together specifically academic museum and gallery colleagues to discuss the issues that directly affect us in our unique institutions.

How will this benefit (your gallery/museum/institution)?

Allowing colleagues across the nation to connect with one another in this manner brings us knowledge that can assist in tackling some of our own institutional issues.

The full price conference registration fee is \$545, but can be reduced significantly by up to \$270 because of our ongoing membership in AAMG and by registering before the early bird date of May 1, 2023. Below I have detailed all related expenses to the conference:

(Insert your personal travel cost numbers here.)

Roundtrip airfare: (\$\$)

Mileage (for those living closer and/or those needing a car onsite): (\$\$)

Local transportation: (\$\$)

Hotel: (\$\$) (you can find hotel options, including an on campus housing option at aamg-us.org/travel-and-accommodations/)

Meals: (\$\$) (keep in mind, lunches will be covered for the 14th and 15th, and simple breakfast options will be available – you might also check with your hotel to see if a complimentary breakfast is included!)

Conference Registration: (\$\$) (be sure to use the pricing for you salary tier)

Total costs associated with attending #AAMG2023: (\$\$)

When I return from #AAMG2023, I will prepare a post conference summary, including detailed recommendations that further our own institution's initiatives.

Thank you for your consideration.

Sincerely,

(your name)