Dear [NAME],

I would like to attend the NAWRS workshop October 8-11 in Salt Lake City, Utah.

The 2023 NAWRS conference theme is “Learning from a Shifting World: Opportunities and Challenges in the Delivery of Social Supports.” It will bring together researchers and human services partners to share what they have learned from the recent past and what they are working on for the future. Participants will share the research to practice connections of programs across the human services spectrum including cash and food assistance, child support, and child care.

I am seeking approval for the registration fee and travel expenditures. The full conference registration is $799 before September 1. The conference hotel block is available until it is full. The workshop rate is $128 plus taxes (about 15%). Conference registration includes breakfast for three days, two lunches, and one networking event that includes dinner.

Below is a complete breakdown of the estimated conference costs:

|  |  |
| --- | --- |
| Conference Registration | $ |
| Airfare | $ |
| Transportation | $ |
| Hotel | $ |
| Meals | $ |
| **Estimated Total** | **$** |

By attending NAWRS this year, I will learn about the innovations coming out of the tumultuous past few years as human services programs implemented new programs or adjusted existing ones to rapidly respond to the needs of their communities.

NAWRS also offers an excellent opportunity for me to upskill and build valuable professional networks. The every-other-year event’s special emphasis on research and practice benefits researchers, evaluators, program designers and implementers alike. Those in the field are exposed to the latest research and research methodology to inform evidence-based programs and evaluation design. Researchers hear from those in the field what they need more information on, what challenges they’re facing, where the barriers to excellent program design are. All of this leads to more outcome-driven programs and policies aimed to more effectively support the families we serve.

I will return engaged, energized, and enthusiastic to implement all the learning of these three content-packed days! I would love 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,