Dear (Supervisor’s Name),

I am interested in attending an outstanding conference dedicated to helping professionals connect, learn, and share to better support people with disabilities. NAQ - the premier association for intellectual/developmental disability professionals – has hosted this event since 1996. Each year, the conference features informative speakers from around the U.S. who share the practical information and highlight best practices within the field.

The NAQ conference theme for this year is “Moving Forward: A Future of Possibilities” and will be held August 2 - 5, 2022 hosted at the Roosevelt Hotel in New Orleans, Louisiana. I hope to gain the following from attending and participating in the presentations:

1. LEARN. Acquire new knowledge. The conference agenda includes four interesting keynotes and numerous sessions featuring best practices in Person-Center Planning, medical concerns, leadership/supervision, and a variety of other programming topics. There are also four “deep dive” half-day sessions that are very relevant to the services we provide.
2. CONNECT. Network with other disability professionals in an environment that embraces and encourages learning, connecting, and sharing. Develop contacts with other disability professionals from across the U.S. and continue that dialogue after the conference. Interact with exhibitors to obtain information on new products, supports, and services used in the disability field.
3. SHARE. Bring back information to our organization that benefit and inspire staff so that our (insert organization name) stays current with information in the field of disabilities.

I have attached a copy of the NAQ conference brochure for your review and an outline of projected costs. Attending this conference will enable me to continue to learn and grow as a disability professional and provide the best possible supports for the people we serve.

I hope you will consider my request and provide approval so that I can attend. Thank you.

Sincerely,

(Your Signature)

(Your Name)