Dear **<supervisor’s name>**,

I would like to identify the following strategic professional development opportunity for my role for your consideration and seek your sponsorship support for the registration fee and travel costs as noted in the table below. The 2020 StarRez Connect - Global User Conference, July 14-16, 2020, in San Diego, CA offers the following:

1. Valuable networking with over 600 attendees from around the world representing a wide diversity of public and private institutions;
2. Opportunities to meet with and learn from the StarRez team who deliver a number of learning and best practice sessions that are directly applicable to my work;
3. Opportunities to participate in sessions delivered by colleagues who use StarRez to increase operational efficiencies, improve the student and parent experience, build critical institutional data reporting metrics, strengthen financial management & controls, and understand alignment with major enterprise solution companies we also partner with (student information systems, card systems, door access systems and more).

There are several tracks geared to New Users, Power Users, Technical and Chief Housing Officers It might also be valuable for other members of our team to participate to sufficiently cover the content in each track available. The best practice and learning sessions are tailored to showcase all aspects of the relationship between housing operations and technology, presenting opportunities to better understand how organizations are using StarRez to solve challenges and increase efficiencies.

Presentations are facilitated by both industry experts and colleagues from other organizations who have leveraged the system to enhance operations and increase the quality of the student experience. Some sessions will expand upon the modules and functionality we are currently using, plus sessions to help me fully understand the new features we’ve talked about implementing. In addition to attending sessions, I will have the opportunity to interact directly with StarRez team members, including those who design the product, to advance my skills and provide feedback and suggestions about the future of StarRez.

The registration cost for the conference is $799.00 USD per person if I register before the super early bird deadline (February 28, 2020). After March 1st, 2020, registration increases to $849.00 USD and after May 1st, 2020 the regular registration fee is $899.00 USD per person.

Overview of estimated per person conference costs:

* Roundtrip Airfare: **<$000.00>**
* Transportation: **<$000.00>**
* Hotel: **<$000.00>**
* Conference Fee (includes all meals during the duration of the conference): **<$000.00>**

The total costs associated with attending this conference are: **<$000.00>**

I believe my participation in the StarRez Connect - Global User Conference will strategically advance the use of our system. When I return from the conference, I would commit to facilitating a short presentation covering presentation notes, new product/solution information, and new contacts made for references of solutions and ideas.

For more information on the conference or conference program, please visit <https://events.starrezhousing.com/StarRezConnect>

Sincerely, **< your name here>**