

**Make Your Case: Institute for Learning Annual Conference
Writing in ELA and Mathematics: Setting Students Up for Success
May 6-8, 2015 in Baltimore, MD**

The best way to make a case for attending the IFL's 19th annual conference, *Writing in ELA and Mathematics: Setting Students Up for Success*, is to describe the benefits of attending to your administrator or supervisor. Help your administrator or supervisor understand how what you learn will benefit the school or district. The information below is designed to help you make your case.

Steps:

- Describe how attending this conference will be valuable to you as an educator and fits with your own professional development goals.
- Share the conference website, pointing out which speakers and sessions most directly align with your school's or district's goals.
- Describe how you will share what you learn with your colleagues. Help your administrator or supervisor see that investing in you means investing in the school or district. Some ideas include:
 - Share notes from the sessions with teachers in your school and district.
 - Lead professional development sessions at your school or district to engage your colleagues in learning what you've learned.
 - Agree to work with others to come up with concrete ways to create a school- or district-wide approach to writing instruction.
- Present the costs, showing how much you can save if you register and book travel early.
- Put your request in writing. Here's a sample memo that you should feel free to use or adapt.

Sample Memo

To: Your Administrator

From: You

Re: Institute for Learning's Annual Conference, *Writing in ELA and Mathematics: Setting Students Up for Success*, May 6-8, 2015

The Institute for Learning (IFL) at the University of Pittsburgh will hold a conference titled, *Writing in ELA and Mathematics: Setting Students Up for Success*, on May 6-8, 2015 in Baltimore, MD. This conference provides a unique opportunity for me to work with educators, writers, and leading thinkers from around the country to learn how to improve writing instruction in ELA and mathematics classrooms. I'll learn policies and practices that help all students become better writers and help all teachers become better teachers of writing in their content area.

If I am supported to attend the IFL's annual conference, here ways I plan to use and share what I've learned with my colleagues.

- *State how you will implement what you've learned in your own work*
- *State how you plan to share what you've learned with your colleagues*

The conference is May 6-8 so I will need X number of days away from school. Conference registration includes all session materials, abundant snacks and refreshments, and

- May 6: breakfast, lunch, and dinner
- May 7: breakfast, lunch, and social hour
- May 8: breakfast and lunch

The cost for the conference and lodging are as follows

- Registration: *Insert the rate for your position.*
Teachers = \$495.00 before March 2; \$595.00 after March 2;
Other educators = \$695.00 before March 2; \$795.00 after March 2.
- Lodging: \$195.00 per night
- Airfare:
- *List other anticipated expenses such as travel to and from the airport, meals that are not included with conference registration, and any other expenses you anticipate.*

We can save \$100 in registration fees if I register before March 2; therefore, I would appreciate a response by *fill in date*.

If you are interested in learning more about the IFL, please visit ifl.pitt.edu. The IFL has a reputation for designing high-quality, engaging, and rigorous learning experiences for students and teachers. Over the past 20 years, the IFL has touched over 3.5 million students across 70 districts and 33 states.

Thank you for considering this request.

Sincerely,