



ICTCM * March 16 – 18 * Denver, Colorado

Dear <Supervisor's Name>,

I have been invited to attend the 35th International Conference on Technology in Collegiate Mathematics (ICTCM 2023), March 16–18, in Denver, CO. This event brings collegiate mathematics instructors together to explore how educational technology can enhance teaching and learning. I am seeking professional development funds for the registration fee, travel, and accommodation expenses for this opportunity.

Throughout the conference, I can attend sessions that are directly applicable to my work at <Institution>. The sessions are facilitated by higher education experts who will share the latest educational technologies used in the classroom.

The conference program is composed of pre-conference sessions, breakout sessions, hands-on computer mini-courses (complimentary with registration), and a wide range of networking opportunities. Specifically, I feel the sessions in the <STRAND> would provide valuable learning experiences that I can apply to my work.

The full price registration fee is \$150 and includes access to on-demand, recorded presentations along with the on-site conference which includes two buffet breakfasts and a reception.

Here is the breakdown of conference costs:

- Registration fee: <\$xxxx>
- Roundtrip travel to Denver, CO: <\$xxxx>
- Transportation: <\$xxxx>
- Hotel: <\$xxxx>
- Meals: <\$xxxx>

The total costs associated with attending this conference are: <\$xxxx>.

The opportunity for me to develop better contacts and gain knowledge in specific areas of <STRAND> makes my attendance at ICTCM 2023 a wise investment.