

Dear <Supervisor's Name>,

I have been invited to attend the 32nd International Conference on Technology in Collegiate Mathematics (ICTCM 2020), March 12–15, in Orlando, FL. This event brings collegiate mathematics instructors together to explore how educational technology can enhance teaching and learning. I am seeking sponsorship 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 over 5 pre-conference sessions, more than 100 breakout sessions, 25 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 \$350 and includes two buffet breakfasts and two receptions. Registration can be reduced \$50 by registering before the early bird deadline of December 31, 2019.

Here is the breakdown of conference costs:

- Registration fee: <\$xxxx>
- Roundtrip travel to Orlando, FL: <\$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 2020 a wise investment.