

Dear <Supervisor's Name>,

I have been invited to attend ICTCM 2019, which will bring together collegiate mathematics instructors to explore how educational technology can enhance teaching and learning, March 14 - 17, in Scottsdale, AZ. Throughout the conference, I can attend sessions and that are directly applicable to my work at <Institution>. The presentations are facilitated by higher education experts who will share the latest educational technologies used in the classroom. I am seeking sponsorship for the registration fee and travel and accommodation expenses for the conference. Additional information on the event and a detailed cost breakdown is included below.

The conference program is composed of over 5 pre-conference sessions, more than 100 breakout sessions, 30 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 \$300, but can be reduced \$50 by registering before the early bird deadline of December 31, 2018.

Here is the breakdown of conference costs:

- Registration Fee: <\$xxxx>
- Roundtrip Travel to Phoenix, AZ: <\$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 makes my attendance at ICTCM 2019 a wise investment.