

Dear Administrator:

I am writing to request approval to attend the **2020 IUP Spring Methodology Conference** on Friday, April 24, 2020, on the IUP campus in Indiana, PA. This event offers a professional development opportunity for all language education professionals at all levels and across all languages.

At the conference, I will have the opportunity to attend educational sessions and participate in hands-on activities that will offer me tangible resources and techniques that will help me learn new strategies to support my work in the classroom. What I learn at the conference will also be invaluable to our world languages department.

Registration is \$75 (\$50 for first time attendees) and includes:

- A keynote address by Francis Troyan, Assistant Professor of World Language Education at The Ohio State University (OSU) in Columbus;
- Educational sessions presented by knowledgeable language educators and researchers; and
- Opportunities to connect and network with other local language educators.

My attendance at this professional conference will support my work I in the classroom, and will provide a great deal of valuable information that I can share with my peers.

Please visit the conference website at [iupmethodologyconference.com](http://iupmethodologyconference.com)

Thank you for considering this professional development request.

Sincerely,