*Interested in attending the IDPE 2020 Annual Conference, but need help communicating the value of the conference to your head? Why not use the below as a starting point?*

**IDPE 2020 Annual Conference: Sample Justification Letter**

Dear

Re: IDPE 2020 Annual Conference

I’m writing to ask for approval to attend the IDPE 2020 Annual Conference, the leading schools’ development conference in Europe, on Monday 8 and Tuesday 9 June in Birmingham. The conference provides a full two-day programme of professional development, including:

* sessions with expert speakers from across the charitable and educational sectors
* case studies from schools providing practical takeaways
* opportunities to network with industry experts

In particular, I’d like to focus on finding solutions or best practices that could benefit these projects:

* [add project or initiative]
* [add project or initiative]
* [add project or initiative]

In addition to expert-led sessions with IDPE member schools, corporate partners and industry experts, I will have the opportunity to meet face-to-face with other members of the IDPE community to gain insight and ideas to support me in achieving the projects I am running this year.

Here’s an approximate breakdown of conference costs:

|  |  |
| --- | --- |
|  |  |
| Travel | £ XX |
| *Registration fee for 2 full day programme\** | *£ XX* |
| *Accommodation\*\** | *£ XX* |
| **Total:** | **£ XX** |

*\*The registration fee includes refreshments, accommodation and access to session materials post conference. (please adjust if booking packages B, C or D and remove accommodation)*

*\*\*Add in cost of accommodation if booking package B.*

With the IDPE’s early bird discount, the earlier I register, the less expensive it will be. I can also share a summary of all the major takeaways and new ideas that I have learnt with other members of my team and the wider senior leadership.

Thank you for considering this request. I look forward to your reply.

*And why not invite your head, bursar or governor to join you at the conference? Our strategy and leadership stream is dedicated to developing collaboration across the senior leadership team and sharing the latest innovations and trends from across the sector.*