

Sample E-Mail to Your Boss

<Your boss's name>,

The 2020 TxDLA Virtual Conference is an important event for distance & online learning, education, training and instructional design professionals, and is the premier event for our industry. I believe by participation in the conference, I will further my professional development and bring back new ideas to the organization and team.

This year's agenda focuses on "A Wonderland of Innovation." The schedule includes innovative and new strategies for student engagement, which is very relevant to my job challenges currently.

The conference features the best from the industry as motivational speakers, breakout sessions, and networking. (go into detail about at least one session from the agenda, here). This session will help me with my efforts in making our organization more successful and efficient.

Networking is important, especially in the education industry. The best of the best participate in the conference with insights from their experiences and new ideas. I will have the opportunity to meet influencers, educators, vendors, and the leaders in the education and distance learning community through a variety of virtual networking discussions. I can address them with problems we face and get advice, as well as collaborate and share ideas with one another.

Please check out the conference website conference20.txdla.org. I have been following the conference twitter stream @txdla, and there is a lot of buzz about this event!

The total cost of attending is only \$235! This fee includes all sessions and recordings for me to access after the event ends.

I am happy to chat further about this with you, and answer any questions you may have. I am confident that this event would be worthwhile for my position now and for years to come.

Sincerely,

<Your Name >