



**NATIONAL IN-SERVICE CONFERENCE  
NOVEMBER 12-15, 2017**

**DALLAS, TX**

#NAFME2017



**Come to the November 12–15, 2017**

**NAfME National In-Service Conference!**

Finding funding and justifying your absence from school to attend a professional event can be a challenge! We've put together some resources to help you make your case to attend the most outstanding professional development event of the year.

**This toolkit includes:**

-  General Tips/Talking Points
-  Sample justification letter to your administrator



NATIONAL IN-SERVICE CONFERENCE  
NOVEMBER 12-15, 2017

DALLAS, TX

#NAfME2017



## Why come to Dallas?

Here are a few things to consider when having to justify both the travel and conference expense:

- 🎵 You will bring back lots of new strategies to share with other teachers, students, and parents.
- 🎵 Offer to present an after-school Professional Development session to your colleagues in the district as well as neighboring districts to share the information you acquired.
- 🎵 Share all the materials you receive from the conference with your colleagues. (You will receive great handouts and resources from every session you attend.)
- 🎵 You may be eligible to earn up to **17 hours** of professional development. Graduate credit is also available!
- 🎵 At the conference, you can speak with many NAFME corporate sponsors that provide new, innovative musical instruments, materials, and equipment that you can test out and introduce to your district and colleagues.
- 🎵 Have your lesson plans ready to turn in, and show who will be covering your classes for you while you are attending the conference.
- 🎵 See Early Bird Registration deadlines to get the lowest rate to attend the conference.
- 🎵 Research ways to pay the least amount for travel through: [Kayak.com](http://Kayak.com)



**NATIONAL IN-SERVICE CONFERENCE  
NOVEMBER 12-15, 2017**

**DALLAS, TX**

#NAfME2017



Write to your Supervisor:

Below is a sample of a letter you can provide to your supervisor explaining the importance of your attendance at the conference and the benefits you receive by being there. Please feel free to edit the letter to better meet your needs.

Dear (Supervisor),

I am requesting your permission to attend the National Association for Music Education's National In-Service Conference in Dallas, Texas, November 12–15, 2017. This conference will provide me with numerous professional development opportunities through workshops and discussion with other music educators from all over the United States and beyond. Many of the sessions will help me expand my teaching techniques, offer new ideas and knowledge to better educate the students at our school, and provide information on how to incorporate the new National Standards for Music Education into the lessons I teach.

I have included a detailed cost breakdown of the conference as well as a copy of the conference brochure for you to review. I have outlined the specific sessions I would like to attend, including a detailed explanation of what I will be learning within each session. I have also included a list of vendors I would like to visit during the conference to evaluate some of the products I would like to consider for the classroom.

I estimate the total cost of the conference will be (AMOUNT).

If I am approved to attend the conference, the benefits to the school are as follows:

- Time for networking with other seasoned educators from across the country.
- Ability to earn professional development and/or graduate credits.
- Ability to obtain fresh new creative ideas and techniques to share with the students and teachers throughout our school district.
- The opportunity to evaluate vendor products before purchasing them.

Thank you for taking the time out of your busy schedule to consider my request. I look forward to hearing from you and to represent our district at the National Association for Music Education's National In-Service Conference in Dallas, November 12–15, 2017.

Sincerely,

(Your Name)