To: From:

Re: **Esri Education GIS Conference Proposal**

I would like to attend the Esri Education GIS Conference in San Diego, California, to be held July 8-11, 2017.   
  
Learning about the latest advances in GIS is the best way to ensure our institution is getting the most from our GIS investment. This conference provides hands-on Esri software training, nearly 100 user presentations that share best practices, and opportunities for me to get our specific technical questions answered by Esri staff. It includes vendor displays showcasing teaching materials and other educational resources, along with special interest group meetings that will connect me with leading educators and administrators from around the world.

My registration for the Esri Education GIS Conference also includes the first two days of the Esri User Conference, attended by more than 15,000 GIS professionals from government and industry. They are the future employers of our students, and connecting with them helps ensure our programs are aligned with industry needs, positioning our students for successful careers.

More and more capabilities are being developed for GIS and applied in a number of new areas, and my attendance will help us keep up with the rapid advancements in geospatial technology. Knowing how we can leverage these new capabilities to make the most of our GIS resources will help us keep up with our peers in other institutions. These are three projects that could benefit from my attendance at the conference:

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I'm looking at ways to reduce expenses through complimentary registration and special hotel and airfare rates. Here's an approximate breakdown of conference costs:

Registration: Airfare:

Transportation (estimating taxi fare between airport and hotel as being $20 each way): Hotel (four nights at $200 per night):

Meals (six days at $60 per day): Total:

If I attend, I will submit a post-conference summary, including a set of recommended actions to further our GIS work. I'd also be more than happy to share relevant information with other staff members and departments.

More information is available on the conference [website.](http://www.esri.com/events/educ)

Thank you for your consideration. I look forward to your reply.