Dear [Insert Your Bosses Name],

I eagerly request your approval to attend the 2019 South by Southwest Education ([SXSW EDU](https://www.sxswedu.com/)) Conference & Festival held Monday, March 4 through Thursday, March 7, 2019 in Austin, Texas.

SXSW EDU offers professional development and learning opportunities for educators across all disciplines including classroom teachers, business and industry roles, curriculum and instruction leaders, district and developers, college/university educators and administrators, superintendents, librarians, and museum and tech specialists.

The SXSW EDU event features four days of compelling sessions, in-depth workshops, engaging learning experiences, mentorship, film screenings, startup events, policy-centered discussions, business opportunities, a design competition, networking events, a robust expo, and much more. Attending will provide me with new resources, leading education trends, and ready-to-implement strategies.

**Registration includes access to:**

* Keynotes and featured speakers
* Sessions and workshops
* Film screenings and Q&As
* Expo and Playground with displays, talks and hands on sessions
* Startup competition, spotlight and events
* Policy Forum
* Learn by Design competition and events
* Mentorship program
* Bookstore and book signings
* Lounges, meet ups and mixers
* Networking

SXSW EDU also offers group discount rates for organizations purchasing five or more badges.

I’ve broken down the estimated cost for me to attend:

Registration Cost: $

Airfare/Transportation: $

Hotel: $

Meal: $

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Total Estimated Cost: $

By attending SXSW EDU 2019, I am confident that I will learn valuable information and skills that will further support our students and have a positive impact on my work in the classroom.

Thank you in advance for your consideration, I look forward to hearing from you soon so that I can make arrangements to attend this event. Please feel free to visit the SXSW EDU 2019 website for additional information on the [program](https://www.sxswedu.com/program/), [expo](http://www.sxswedu.com/expo/), [competitions](https://www.sxswedu.com/competitions/), and [networking](https://www.sxswedu.com/networking/) events.

*Sincerely,*

[Your Name]