

Dear Educator,

We have prepared the following letter to assist you in garnering support from your principal or district leader to attend the NCTM Regional Conference and Exposition in Baltimore, Maryland, October 14-15. Feel free to customize the document to help “make the case” for your attendance. Just delete this text and save this document for your use. For more information about the conference, including lists of presentations broken down by grade band, exhibitors who will be attending, and registration information, please visit www.nctm.org/baltimore.

A Word version of this letter is available at www.nctm.org/baltimore for you to customize and edit.

Dear <Colleague>,

At the National Council of Teachers of Mathematics Regional Conference in Baltimore, educators at all levels will be brought together to enhance their professional skills, knowledge, and careers. I would like to attend this event, scheduled October 14-15, as this is an opportunity to make an investment in our students’ academic growth and success as well as meet my professional development goals.

By attending this conference, I will be able to participate in more than 200 sessions and gallery workshops. I expect to gain new strategies for creating and implementing Standards-based lessons in ways that our students can better relate to the content, and thus achieve success on standardized tests. In addition, I will be able to learn about new classroom resources and technology, interact and network with colleagues, and bring back activities and lesson plans that can immediately be implemented in the classroom.

My participation in this program will complement our school’s objectives as well as my professional development goals. I would return with resources and share what I’ve learned with my peers. In addition, I hope to take full advantage of this opportunity to gain new information, confirm practices that we are currently using, and learn best new practices for our school.

More information about the conference is available at www.nctm.org/baltimore. Thank you, in advance, for your consideration.

<Your Full Name>