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Description automatically generated

Dear (**Insert Supervisor’s Name**),

I would like to request your permission to attend the 29th Annual Beyond School Hours (BSH) National Education Conference on March 1-4, 2026 at the Rosen Centre in Orlando.

BSH is a premier gathering of education practitioners and thought leaders. This conference will provide me with vital professional development opportunities and is an opportunity for me to connect with peers and experts in my field. I will take home new skills, tools, and resources to share with my team and students.

By participating in the BSH Conference I will be able to attend seminars on such topics as:

|  |  |
| --- | --- |
| * Leadership Development * Artificial Intelligence in Education * Content Design and Delivery * Behavior Management Strategies * Conflict Resolution | * Funding & Sustainability * Community Partnerships * STEAM * Career and Technical Education * Social-Emotional Well-Being |

To see more information about the Beyond School Hours Conference, please visit the [**BSH Website**](https://beyondschoolhours.org/).

The early bird registration fee is **$645** before September 30, 2025, or **$669** fromOctober 1, 2025 - March 1, 2026.

**Registration includes** access to: 7+ workshops (chosen from approximately 125 titles, many offered twice), 2 general sessions and keynote speakers, opening reception, exhibit hall of the latest products and services, networking and special programming. The registration fee also includes meals as follows: hors d’oeuvres and beverages at the opening reception (Sunday), continental breakfasts (Monday, Tuesday, and Wednesday) and plated lunches (Monday and Tuesday).

The following is an estimate of additional conference expenses. (**Insert Estimates Below**)

Transportation: (**$**) + Hotel: (**$269 plus taxes per night**) + Meals: (**$**) = Total Cost to Attend: (**$**)

Beyond School Hours is a unique and immersive experience that will not only benefit me as a (**Insert Your Job Title**), but our entire organization. After attending this conference, I will: (**Customize or Delete**)

1. Write a recap.
2. Share the knowledge I gained with my team.
3. Immediately put the skills I’ve learned into action.

Thank you for considering my attendance at this year’s conference.

Sincerely,

(**Insert Your Name**)