

## 2024 WAPL Conference

### Sample Supervisor Request Email

Dear [Name of your supervisor],

Registration is now open for the Wisconsin Association of Public Libraries (WAPL) conference, and I would like your permission to attend.

The 2024 WAPL Conference will take place May 1 - 3 at the Holiday Inn Convention Center in Stevens Point, Wisconsin. "Power to the Public Libraries" will bring together a diverse array of attendees including library directors, assistant directors, librarians, and library staff working across a range of areas including programming, youth services, outreach, reference, and more. This year's event will feature session tracks in topics of great importance to public libraries, including community engagement, outreach & partnerships; youth services; technology, social media & marketing; programs and public services; administration, management, and leadership; collections & intellectual freedom; and more.

I believe supporting my attendance at this conference will not only further my professional development, but it will also benefit our library:

- I will learn best practices and tips from both the conference speakers and the other attendees that I can share with my coworkers.
- Interacting with representatives from libraries around the state will help strengthen our library's network.
- As an ambassador for our library, my participation will help demonstrate to the Wisconsin library community that our workplace values professional development and innovation.

To ensure that what I learn benefits our library, I will share the highlights of the sessions I attended and the action points I took away with you and my coworkers. My goal will be to implement at least one new idea from the conference at our library.

Thank you for considering this professional development opportunity!

[Your Name]