

## 2025 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 2025 WAPL Conference will take place April 30 - May 2, 2025, at the Oshkosh Marriott Waterfront Hotel & Convention Center in Oshkosh, WI. This event will bring together diverse attendees including library directors, assistant directors, librarians, and library staff working across a variety of areas including programming, youth services, outreach, reference, and more. This year's event will feature session tracks in topics important to today's public libraries, including community engagement, trustee education, outreach & partnerships; youth services; technology, social media & marketing; programs and public services; administration, management, and leadership; collections & intellectual freedom; and more. In all, there will be thirty-six breakout sessions to choose from. The keynote speakers include international library consultant and past ALA President Loida Garcia-Febo, Wisconsin author Marcia Bjornerud, librarian lawyer Dr. Tomas Lipinski, and a panel discussion with representatives from tribal libraries.

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]