**2023 WLA Conference**

**Sample Supervisor Request Email**

Dear [Name of your supervisor],

Registration is now open for the Wisconsin Library Association (WLA) conference, and I would like your permission to attend.

The 2023 WLA Conference will take place October 24-27 at the Madison Marriott West in Middleton, Wisconsin. This annual event brings together a diverse array of attendees from public, academic, special and school libraries working across a range of areas including programming, youth services, marketing, reference, 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 librarians in all types of 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 two new ideas from the conference at our library.

Thank you for considering this professional development opportunity!

[Your Name]