**#PMJA2023 CONFERENCE**

**SAMPLE JUSTIFICATION**

Good morning [insert supervisor’s name],

As part of my professional development, I would like to attend the Public Media Journalists Association conference June 21-23 in San Antonio. I would like to attend to bring strategies and lessons learned back to [insert your station] that will further our efforts to collaborate with other organizations and connect with our audience. It would be a good professional development opportunity for me to take the lead on bringing a new way of achieving goals to the organization to improve the quality and impact of our work.

Below is the list of a few sessions I’d like to attend and what I hope to learn:

* Session name – how it would help me and the station
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In addition, I’ll have many opportunities to network with colleagues through Roundtable gatherings for [insert job role, e.g., Editor, reporter, etc.] and Ask Me Anythings with people experienced in podcasting, election engagement, research and many other topics. I know that one of PMJA’s goals is that all attendees will know at least one person they can call from another station when they need help, and I’m sure I’ll make connections that can help me in my future work.

The cost to attend the conference will be the registration fee, travel expenses, and hotel. The cost breakdown is listed below:

[make sure you verify your membership status by logging in at http://pmja.org and use the correct pricing!]

Conference Fee: $500

Airfare: ~ $XXX [recommend using [Google Flights](https://www.google.com/travel/flights) to find pricing]

Travel to and from Airport: $XX

Transportation to and from hotel: $XX

Hotel: $225/night + tax – includes my breakfast every day  
  
This is an opportunity to network with public media leaders and attend valuable educational sessions to gain knowledge and implementation practices that I can start using as soon as I return. Lastly, the amount of networking time built in will likely result in valuable relationships that will benefit [station] for years to come.  
  
Thank you for your consideration and I hope we can discuss more this week!