**So you want to attend the 2022 MMANC Annual Conference but your boss needs convincing…**

**Customize this justification letter to help you!**

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Hi [i*nsert* *manager’s name]*,

I’m interested in attending the 2022 MMANC Annual Conference from October 26 to 28 in Monterey. The conference offers a multitude of training and networking opportunities that will help me grow as a professional and ultimately benefit our team and the organization. The theme this year is Rooted in Resilience. It will feature a variety of sessions centering around individual, organizational, and community resilience. The program includes a lot of sessions that are relevant to my work and after reviewing the [agenda](https://www.mmanc.org/events/annual-conference/schedule/), I’m interested in these sessions in particular:

* *[Insert session titles here]*
* *[Insert session titles here]*
* *[Insert session titles here]*

Beyond the sessions, this conference will give me the opportunity to meet other local government professionals throughout Northern California and learn what they’re doing, make connections and share information.

After the conference, I would be happy to share with the team through a brown bag lunch or memo what I learned and new ideas the team/organization could think about.

The registration is affordable. MMANC’s registration rate would fit into our budget [*explain here how conference registration aligns with training budget]*.

*[IF the budget or you missing days in the office is an issue]:*

· *Be ready with a plan that shows who will cover for you while you are attending the conference.*

· *Offer to share a room to reduce hotel expenses.*

· *Offer to pay a portion of the overall cost and/or use vacation or other leave for a portion of the time away.*

Thanks for the consideration,

*[INSERT YOUR NAME]*