

To:
Date:

Dear:

I would like to attend the Deaf Interpreter Conference III (DIC3) the only conference that is of, by, and for Deaf Interpreters. The conference will be held from July 25 - 29 2019 in Monmouth, OR. This is the most important conference for Deaf Interpreters nationally, or we should say worldwide, and it will draw over 200 attendees. I am seeking sponsorship for the registration fee, lodging fee (and travel) expenses to the conference. The detailed cost breakdown is included below. I believe this will be a wise and worthwhile investment.

The DIC3 conference offers plenaries, 4 track workshops, entertainment, and opening and closing that are directly applicable to my work, and offers continuing education units totaling of up to approximately 3.2 CEUs. The conference will also enable me to network with a variety of experts and colleagues from around the world. The presentations are tailored to Deaf Interpreters and provide information on how to: (list benefits to your responsibilities).

After reviewing the conference website, I have identified numerous educational sessions that will help me gain knowledge and understanding about how we can improve our knowledge base and skills. The presentations are facilitated and taught by fellow Deaf Interpreter Teachers and Researchers who have faced similar challenges. Each of the presentation is directly related to an issue we currently face. Getting the information in a seminar format will enable me to share information with my colleagues at (institution name) thereby improving the work we all do.

Here is the breakdown of the conference costs:

1. Registration including room and board 600.00 plus Eventbrite fee
 2. (list other expenses such as travel)
- Total costs xxx.xx

As you can see, my attendance at the 2019 DIC3 will be a wise investment that will yield rich dividends for (name of organization). I look forward to discussing the conference with you at your convenience.

Sincerely,