



Date:

Dear <Manager>

I would like to attend the 2024 Black Men in Education Convening (#BMEC2024). This year's Convening takes place from November 21st-23rd at the Loews Philadelphia Hotel in Philadelphia, PA.

The conference theme is "Deacons For Our Future: DreamKeepers Yesterday, Today, and Forever" and it is the premier event for education professionals. This year's convening will focus on topics such as "Building and sustaining a Community among Black male educators", "Racial and Cultural Uplift in teaching", and "Recruiting and sustaining Black male STEM educators" that are very relevant to my job challenges right now.

The conference features many industry guest speakers, keynote speakers, workshops and motivational talks that will significantly benefit my work. Networking with the conference vendors and my fellow Black men in education who work in the trenches will prove to be invaluable for me. #BMEC2024 has 6 Strands:

- **Science, Technology, Engineering, and Math Strand**
- **Curriculum, Instruction, and Student Support Strand**
- **Leadership & Policy Making Strand**
- **Physical, Mental, and Social-Emotional Health & Wellness Strand**
- **Parent and Community Engagement Strand**
- **Professional Learning and Development Strand**

I plan to follow one of these strands at the conference to help assist me with further enhancing my professional development experience as a lifelong learner.

Please check out the conference website at [www.thecenterblacked.org/bmec](http://www.thecenterblacked.org/bmec)

I have been following the conference on various social media platforms and there is a lot of buzz about this event!

The cost to attend the conference will be: a registration fee of **\$449**, travel expenses (*give an estimate*), hotel (**Loews Philadelphia Hotel at \$219/night + tax (Thursday & Friday night)**), and a meal Per Diem.

The total cost for the conference is **<Approx. \$900 + RT travel fare>**. The detailed cost breakdown is below:

Registration Fee: **\$449.00**

Travel fare: **Varies**

Hotel: **Loews Philadelphia Hotel at \$219/night + tax (Thursday & Friday night)**

Meals: **Included**

Total: **\$900 + RT travel fare**

I am confident you will see this as a worthwhile investment. It is an opportunity for me to network with industry vendors, meet the keynote speakers, attend valuable educational sessions and gain specific industry knowledge. My attendance at this conference is a wise investment and will pay off for years to come.

Sincerely,

Your Title