

To:

From:

Re: Request to Attend the 2017 Housing Professionals Annual Conference

This requests your approval to attend the 2017 LeadingAge New York Housing Professionals Annual Conference on April 4-6 in Syracuse. This will allow me to hear talks by industry-renowned speakers, have my questions answered by HUD officials and property management experts, to come up to speed on best practices and the latest changes in regulatory and compliance requirements, and network with peers.

As one of the most affordable housing conferences today, the [\$] registration fee includes:

- Access to all of the amazing sessions presented by nationally acclaimed speakers
- Access to online session materials
- Time with exhibitors displaying products and services beneficial to our organization and my role
- [adjust to reflect meals included: Breakfast, lunch and snack breaks]

In addition to the affordable registration fee, LeadingAge NY has also negotiated a discounted hotel room rate of \$102/night at the official conference hotel. This special rate expires March 1, 2017.

My goal is to return from the Housing Professionals Conference with a list of ideas that I can share and begin to immediately put into practice, including:

- [] Improve efficiencies of our property management operation by attending Mary Ross' sessions on compliance with HUD regulations.
- [] Learn about opportunities to redevelop our existing properties by using HUD and HCR programs in new ways.
- [] Build a stronger community among our residents, by learning new ways of working with people with early-stage memory loss or dementia.
- [] Strengthen our physical plant, and improve our HUD REAC score, by learning what HUD inspectors look for when visiting our buildings.
- [] _____

Here's an approximate breakdown of costs:

Hotel: (X nights at \$102)	[\$]
Breakfast, Lunch and Snacks	<i>Included</i>
Networking	<i>Included</i>
Registration Fee:	[\$]
Transportation	[\$]
Total:	[\$]

I know the LeadingAge NY Housing Professionals Annual Conference will deliver incredible value, inspire me with new ideas, and provide concrete examples how to take my job to the next level. It will also help me enhance my network of peers and will give me a first look at upcoming regulations.

Thank you for considering this request. I look forward to your reply.

Regards,