



ILLINOIS MUSIC EDUCATION CONFERENCE

MAKING YOUR CASE

Use this as the basis for your written request to attend the Illinois Music Education Conference.
For a customizable Google Docs version, [click here](#).

To: [Your Administrator or Supervisor]
From: [Your Name]
Re: Attendance at the 2020 Illinois Music Education Conference
Date: [Date of Meeting]

The 2018 Illinois Music Education Conference takes place in Peoria, Illinois which takes place January 29-February 1, 2020. This conference is the best opportunity for Illinois music educators to participate in high-quality professional development that is specific to our content area. The theme of the conference is *Music: Central to a Well-Rounded Education*. Teachers from all areas and all grade levels will come away with deeper professional knowledge that will directly benefit their school communities and students.

If I am provided the opportunity to attend the Illinois Music Education Conference, I will make it a priority to return with specific ways to implement what I have learned.

[In the past, I have...]

[After reviewing the conference program, I plan to attend... in order to...]

[List four or 5 specific sessions that you plan to attend and relate them back to your program or school community]

[If you are a volunteer within ILMEA, use this space to list related duties, committee work, or meetings you plan to attend and why these are important to your leadership in the organization.]

After I return, I look forward to the chance to share what I have learned with my colleagues and the administration. I plan to do the following:

- Implement at least one new idea that makes us more efficient and/or effective
- Share notes and handouts from sessions with colleagues who would benefit but were unable to attend
- Share a list of “action items” that I plan to implement (both immediate and long-term)
- Provide a written report to the administration

My attendance at the conference would be over [xx] school days, with fully developed substitute teacher plans left so that instruction can continue in my absence.

Please see the included budget worksheet for a report on the financial cost for me to attend this valuable conference.

Thank you for your consideration and support of the music program at [your district or school]. I would like to sit down with you [date/time] to discuss this request and my excitement for this amazing professional development opportunity. Please let me know if you are available at this time.

Sincerely,

[Your name]

[Your position/school]

[Your phone number]

[Your e-mail address]