[INSERT DATE]

**RE: 2022 ICP Convention Attendance Proposal**

Dear (INSERT NAME),

I am seeking approval to attend the [2022 International Confederation of Principals (ICP) Convention: Elevating Education Leaders,](https://www.principals.ca/en/professional-learning/2022-icp-convention.aspx) in Toronto from July 25-28, 2022. The [Ontario Principals’ Council (OPC)](http://www.principals.ca), representing public school leaders throughout the province, will host this biennial convention, in partnership with [L'Association des directions et directions adjointes des écoles franco-ontariennes (ADFO)](https://adfo.org/) and the [Catholic Principals' Council ǀ Ontario (CPCO)](https://cpco.on.ca/index.php/public/).

Elevating Education Leaders will provide opportunities to network, collaborate and share practices with approximately 2000 international school and system leaders, to enhance outcomes and well-being for students across the globe. This unique event is geared to promoting global co-operation in support of student success and well-being, to drive leadership in education for future success.

This convention will be the most influential global learning opportunity of the year for all school and system leaders to gather collectively. Learning will be supported with a variety of parallel sessions, well recognized keynote and featured speakers, numerous networking events and a large-scale exhibition component. Topics of focus include

* leadership agency
* equity, inclusion and diversity
* resiliency in leaders and
* the future of learning.

In particular, attending Elevating Education Leaders would directly benefit the following projects within our [INSERT DESCRIPTION - board/ministry/district]

• [add project]

• [add project]

• [add project]

To help in your consideration, below is an outline of the associated costs for me/us to attend this event:

Round-trip Flight: $XXX

Visa (if applicable) $XXX

Transfers from Airports $XXX

Hotel (3 nights at $): $XXX

Registration Fee (including some meals): $XXX

Gala Dinner (if applicable) $XXX

Other $XXX

**Total: $XXXX**

A key objective of the Elevating Education Leaders is continued personal and professional connections and global learning beyond the event, through networking and continued best practice sharing, with access to convention-related research and findings.

Following my participation, I will provide a summary of my learnings, including online resources and recommendations for how we can integrate best practices that were shared and new perspectives that were gathered.

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

Best regards,

INSERT NAME