Dear [your dean/chair’s name]:

To ensure that [institution’s name] continues to be on the cutting-edge of the best pedagogical practices, I would like to attend the 22nd annualTeaching ProfessorConference, a two-and-a-half day faculty development conference in Washington, DC, June 6-8, 2025.

This conference features plenary sessions, workshops, and non-stop networking through which I will discover researched-based techniques on how to connect with today’s students, use new technology, and apply active-learning strategies from nationally recognized experts.

**Benefits of Attending**

By attending this conference, I will learn theoretically sound ideas covering these topics:

* Preparing Your Course
* Assessing Learning
* Student Engagement
* Technology Tools for Teaching
* Online Teaching and Learning
* Diversity, Equity, and Inclusion
* Teaching in the Health Sciences
* Outside the Classroom
* Faculty Support

In addition, when surveyed about the conference:

* 93% reported they were likely or extremely likely to implement the ideas presented at the conference.
* 94% would recommend the conference to a colleague

My participation in this conference will equip me with new skills and strategies that will augment my strengths as a teacher and mentor. I will return reinvigorated and ready to share my new knowledge with colleagues.

Please consider supporting my attendance at the **Teaching Professor Conference**. I would like to reserve my spot as soon as possible to ensure greater cost savings on registration and travel. To learn more about the conference, visit [www.teachingprofessorconference.com](http://www.teachingprofessorconference.com).

Sincerely,

[Your name]

PS – Here is a sampling of comments from recent **Teaching Professor Conference** participants.

*“I learned so many things that I can immediately implement in my courses for student success and enhanced learning.”*

Michelle Freeman, Associate Professor – Accounting, East Tennessee State University

*“I loved the practical nature of this conference. I came away with strategies and suggestions from colleagues that will directly impact my teaching. Networking and make friends with colleagues across the nation was a huge plus as well.”*

Rebecca Balog, Adjunct Professor, Virginia Commonwealth University

*“I like the opportunity to talk with teachers outside of my discipline and that the information I was learning had immediate use to my courses.”*

Sarah Fedirka, Associate Professor and Chair of English, University of Findlay