**March 20, 2019**

**Subject: Request to Attend AWFS®Fair 2019**

Dear <***Decision-Maker Name>****,*

I would like to request approval to attend the AWFS®Fair – this year’s largest professional industry gathering of woodworking equipment, technology, hardware, tooling, components, software and much more in North America - from July 17-20, 2019 at the Las Vegas Convention Center in Las Vegas, Nevada. The event offers four full-days of exhibits, educational seminars and valuable networking opportunities and is highly regarded as a leading industry event for those involved in wood products manufacturing. The AWFS®Fair will allow me to see the latest and greatest innovative solutions, develop my technical skills, network with other educators and industry professionals, and expand my knowledge of best practices in our industry.

I can also attend a number of special events and educational sessions that are directly applicable to my work and will allow me to network with a variety of manufacturing experts and colleagues from the U.S. and around the world. The sessions are presented by leading industry speakers and cover a number of technical topics as well as emerging trends relevant to our business.

If I attend I’ll experience:

* **Over 600 leading equipment, machinery, supply, material and service providers**
* **Daily complimentary educational sessions and opportunities**
* **Nearly 60 informative and inspiring wood industry-focused educational sessions**
* **Networking opportunities on and off the show floor**

The approximate investment for my attendance is as follows ***(complete the information as appropriate)*:**

Travel costs: <$XXXX> (Airfare, public transportation, car/gas allowance, etc.)

Accommodations: 3 nights at <$XXX> per night

Meals: 3 days at <$XXX>

Registration Fee: <$XXX> **(Educators receive COMPLIMENTARY show registration!)**

Conference/Education Sessions Fee: <$XXX> **(All seminars are $10 each unlimited for educators!)**
**Total cost to attend:***\*The AWFS®Fair has specially negotiated hotel rates for attendees at over 20 Las Vegas hotels. Go to AWFSFair.org to find a room in our room block!*

As you know, there are very few specific professional development events or opportunities for woodworking education. Many of my fellow woodworking educators and CTE educators (around 150-200/year) attend the AWFS®Fair for PD and are supported by their districts and use Perkins funding. The AWFS®Fair offers a Teacher Track of seminars specifically for woodworking educators, here are the 2019 Teacher Track seminar topics:

* WCA - What's In It For Me? *(on the Woodwork Career Alliance, our industry’s skill standards)*
* School Shop Tool Safety - A Participatory Session
* CAD for the Woodworking Program
* Teacher Curriculum and Resources
* Teaching Fun Design/Build
* Marketing Your Program: How to Get Started
* How to Get Money for Your Program…and Spend it Wisely!

In addition to these 90 minute seminars specifically for woodworking educators, AWFS®Fair is offering the following events for teachers and students – all are free to attend and open to all AWFS®Fair attendees:

* *Fresh Wood* Student woodworking competition exhibit
* AAW *Turning to the Future* student woodturning competition exhibit
* Student competition awards ceremony
* Industry-Education Networking Breakfast and Session
* Education Town Hall – a session to showcase some of the strongest post secondary woodworking programs
* Education Pavilion – featuring post secondary schools and service providers specifically for woodworking education, including Woodwork Career Alliance and SkillsUSA

 Here’s what some teachers have said about the AWFS®Fair:

“The AWFS®Fair is professional development for myself and my program. The partnerships and networking are priceless.” *- Aaron Svik, Lincoln SE HS (NE)*

“By meeting and forming relationships with industry leaders at the AWFS®Fair, I can make changes to align my program with industry standards and stay viable.” *- Chad Campau, Dakota HS (MI)*

“I have attended several AWFS®Fairs and have always left with a wealth of new information, industry contacts, and ideas to enhance and develop our programs.” *– Ted Wong, Miami University (OH)*

If we are looking to have CTE programs that are relevant to current industry technology and processes, attending professional trade shows like the AWFS®Fair is one of the most effective ways to understand what is happening in industry and hear from experts. I look forward to bringing my key takeaways back to implement and share with my colleagues. I will compile a short presentation covering presentation notes, useful vendor product information, new contacts made and a proposal for implementing new ideas that will benefit our team. I will also make any event and exhibitor materials available to my colleagues.

I assure you that my attendance at the AWFS®Fair is a wise investment. Thank you for your consideration.

Sincerely,

(your name here)