**Make Your Case Letter: PLTW Summit 2024 | In-Person Attendance**

Dear <Name>,

I would like to attend PLTW Summit 2024 Oct. 3-5, 2024, in San Diego, California. This conference will have sessions that are directly applicable to my work on **<initiatives or project(s) you are working on>**.

PLTW Summit includes dozens of in-depth training sessions, demonstrations of the latest technologies, resources for our **<institution, classrooms, organization, etc.>**, and hands-on workshops with PLTW’s best-in-class STEM curriculum. PLTW Summit also offers a certificate of attendance to use towards Continuing Education Credits based on state and district requirements.

Additionally, PLTW Summit provides networking opportunities with many of my peers and others committed to empowering students to thrive in our evolving world. It's a great opportunity to gain first-hand insights on **<classroom solutions/relevant, engaging, hands-on learning/name subject areas or specific products interested in>** from breakout sessions, keynotes, vendors, and sponsors.

I am seeking your support for the registration fee and travel expenses, including hotel accommodations and meals, during my stay in San Diego for the conference.

Below is an estimated breakdown of costs:

* **Airfare:** **<add actual>**
* **Transportation:** **<add actual>**
* **Hotel:** **<add actual>**
* **Meals\*:** **<add actual>**
* **Registration Fee:** **<$745 before Sept. 10, 2024; $945 after Sept. 10>**
* **Total:  <Insert total>**

*\*Meals included with conference registration: 1 dinner, 2 breakfasts, 2 lunches, 4 snack breaks*

PLTW Summit is only held every two years and presents a professional development opportunity for me to enhance my skills in STEM educationwhile strengthening contacts in the **<insert your specific field>** field. My attendance at this conference will be a professional investment that will support streamlined practices, real-world solutions, and a network of peers to call upon.

For more information on the event, visit [pltw.org/summit.](https://www.pltw.org/summit) I look forward to your reply.

Sincerely,

<Insert Name Here>