



ONE CONFERENCE.

Many Futures. Global Influence.

Hosted by: University of Cincinnati



I am requesting approval to attend the **Big 12 Undergraduate Admissions Conference**, from January 26-28, 2027, in Cincinnati, Ohio.

This event is an important training, networking, and professional development opportunity that is tailored to our overall departmental and institutional goals, as well as institutional success as members of the Big 12 Conference.

During this three-day event, I will have access to:

- Workshops, sessions, and roundtables, many of which are tailored to my specific interests and job responsibilities.
- A network of conference leaders and peers with whom I can discuss challenges, strategies, and ideas for improving our business and operational practices.
- Roundtable discussions, where I will collaborate with colleagues in a small, focused format. Access to sponsor companies who have potential to provide products and services to help our department function more effectively.
- Critical information and conference forecasting, which I can bring back to our institution.

Specifically designed for current or aspiring middle managers and senior leadership, this opportunity will offer professional development sessions with keynotes on current topics and trends in higher education as well as tracks specific to a variety of enrollment management specialties.

I am requesting approval for travel and registration expenses. Below is an estimate of the costs associated with this conference:

Airfare:

Transportation:

Per Diem:

Hotel:

Conference Registration Fee:

ESTIMATED TOTAL

Thank you for your consideration of this request and I look forward to your reply.

Respectfully,