TO: [Supervisor]

FROM: [Your name]

DATE: [Date]

SUBJECT: Approval for 2017 America’s Job Link Alliance Annual Conference

I am writing to request approval to attend the 2017 America’s Job Link Alliance (AJLA) Annual Conference, which is July 25–27, 2017. The conference location rotates between Employment & Training Administration (ETA) regional offices. The 2017 meeting is taking place in Region 1 in Boston, Massachusetts.

The annual conference is the largest of the three meetings AJLA hosts each year, with a 2.5-day agenda covering the latest workforce development issues and AJLA updates. Fiscal year 2016 was an impactful one for Washington D.C., for workforce development, and for AJLA. As we look to the challenges and opportunities that lie ahead, Omar Bradley’s words guide this year’s conference: “Set your course by the stars, not by the lights of every passing ship.” Conference sessions include:

* Innovative local workforce initiatives in the Boston area;
* WIOA implementation “lessons learned” in the past year since the Final Regulations were released;
* Recent and upcoming enhancements to AJLA products and processes;
* Policy and procedure sharing for improving workforce operations and customer service;
* Workgroups on the AJL rewrite project, data quality and retention, and other topics that are important for shaping the future of AJLA systems;
* And much more.

Speakers include AJLA staff, Steering Committee members, and liaisons with government agencies, such as the U.S. Department of Labor/ETA, U.S. Department of Labor/VETS, and National Association of State Workforce Agencies (NASWA). This year also highlights guest speakers from ETA Region 1 on WIOA, RESEA, TAA, and youth initiatives, including keynote speaker Timothy Martin, Office State Systems Regional Director for Region 1, as well as subject matter experts on cybersecurity and workforce development initiatives in Boston.

This conference is a valuable opportunity to contribute to the future of the workforce software we use. It is also a great chance to network and connect with other states to discuss best practices and strategies for job seeker and employer outreach, partner agency collaboration, and new legislation.

The registration fee is $450, which includes 2.5 days of sessions, breakfast and snacks, an evening reception, and great networking opportunities. The hotel registration fee is $262 per night, not including state and local taxes. For the registration form, additional information about hotel and transportation, and a draft of the meeting agenda, visit www.ajla.net/events.

Upon my return, I will report on conference activities and share the knowledge I gain.

Thank you for considering my attendance at this important professional development event. Please let me know if you have any questions.

Sincerely,

[Name]