TO: [Supervisor]

FROM: [Your name]

DATE: [Date]

SUBJECT: Approval for 2016 America’s Job Link Alliance Annual Conference

I am writing to request approval to attend the 2016 America’s Job Link Alliance (AJLA) Annual Conference, which is July 19–22, 2016. The conference location rotates between Employment & Training Administration (ETA) regional offices. The 2016 meeting is taking place in Region 6 in San Francisco, California.

The annual conference is the largest of the three meetings AJLA hosts each year, with a four-day agenda covering the latest workforce development issues and AJLA updates. This year’s theme is *Collaborate –* *Create –* *Captivate*. Topics include:

* final WIOA regulations (anticipated release in June) and workforce legislative updates;
* partner agency collaboration, apprenticeships, TAA, and REA/RESEA;
* America’s JobLink (AJL) software updates, including the rewrite for Eligible Training Providers, and the next major release, 14.0;
* customer-submitted enhancement requests for AJL, CertLink, and ReportLink;
* social media use and engagement; and
* creativity, collaboration, and innovation in workforce services.

Speakers include AJLA staff, state 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 6 on WIOA, RESEA, TAA, and apprenticeships, including keynote speaker Virginia Hamilton, Regional Administrator for Region 6, as well as subject matter experts on social media and the workforce, visual thinking and communication, and more.

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 four days of sessions, breakfast and snacks, an evening reception, and great networking opportunities. The hotel registration fee is $269 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]