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| **International Association of Interviewers**  **11th Annual National Conference** |
| **October 10 & 11, 2023 I San Antonio, TX** |

Letter of Request to Attend Elite Training Days Conference

***This is a suggested template for a letter you can draft to request employer support for your attendance at the International Association of Interviewers annual Elite Training Days Conference taking place in San Antonio, Texas, October 10 & 11, 2023. If you decide to use it, please make sure you include your agency/company and supervisor’s name.***

Dear [Supervisor’s name],

I am writing to request your support and approval to attend the **International Association of Interviewers annual Elite Training Days (ETD) Conference taking place in San Antonio, TX**, October 10-11, 2023. I believe attending this conference will benefit me and our organization/agency by providing me the opportunity to learn from the conference’s relevant educational sessions and the chance to network with peers who will be attending from across the nation. ETD attracts more than 200 practitioners and leaders from both the public and private sectors, creating a melting pot of information exchange within the investigative interviewing community.

I recognize the responsibility placed on me and my team as practitioners representing (insert organization here) in every interview we conduct requires that we stay abreast of current legal updates, policy best practices and technical strategies to decrease liabilities and increase productivity in the field. This year’s conference will bring subject matter experts from around the world who will be speaking to topics ranging from open-source investigations to juvenile interviewing protocol, to strategies for interviewing individuals who have already been interviewed, to extensive case study presentations and leadership sessions.

Elite Training Days provides enormous value to all attendees and allows them to bring the takeaways from the conference back to their respective organizations to impact change on a global level. My first suggestion is we consider bringing a few of our top-performers to the event as a team. There are currently specials that allow incentivized group rates, that also include a free registration for the head of the department! If we can’t bring a group, I am asking you to consider allowing me to attend as a representative from our company. The cost is only *$340* for members and moves up to *$390* for members after May 31, 2023.

For more information on the event, check out the Elite Training Day [website](https://iai.memberclicks.net/elite-training-days-2023). Thank you for considering my request!

Sincerely,

[Your name]