Conference Attendee Justification Letter

[Date]

[Supervisor’s Name],

I would like to attend the National Extension Technology Conference (NETC) June 2-5, 2025, hosted by Iowa State University Extension and Outreach in Ames, Iowa. This conference brings together extension professionals from across the nation who are passionate about technology and offers a unique opportunity for professional development, networking, and sharing innovative ideas and practices that are essential to our work.

By attending NETC, I will be able to:

* **Gain insight into best practices**. The conference offers a dynamic platform for learning about the latest trends and best practices in extension technology, which can be directly applied to our current projects.
* **Explore cutting-edge tools**. I will have the opportunity to discover and evaluate new tools and technologies that can improve the efficiency and effectiveness of our programs.
* **Network with peers and experts**.The conference provides a valuable opportunity to connect with other extension professionals, share experiences, and build relationships that could lead to future collaborations.
* **Grow in my profession**. The sessions are designed for both seasoned experts and those new to the field, ensuring that I will gain valuable knowledge and skills that will contribute to my professional growth.

This learning opportunity has the following financial costs:

|  |  |
| --- | --- |
| Registration |  |
| Round-trip airfare to Ames | $ |
| Hotel Room Rate | $ |
| Transportation | $ |
| Meals | $ |
| Total Cost |  |

I believe that the benefits of attending NETC will far outweigh the costs, as the knowledge and connections I will gain can be leveraged to enhance our department programs and initiatives. I am confident that my attendance at NETC 2025 will contribute significantly to our ongoing efforts to innovate and improve our extension services.

Sincerely,

[Your Name Here]