

Dear (Supervisor’s Name),

I am interested in attending an outstanding conference dedicated to helping professionals connect, learn, and share in their effort to better support people with disabilities. NAQ - the premier association for intellectual/developmental disability professionals – has hosted this event since 1996. Each year, the conference features informative speakers from around the U.S. who share the practical information and highlight best practices within the field.

The conference theme for NAQ ’23 is “Walkin’ the Walk in Memphis” and will be held August 1 - 4, 2023 at the historic Peabody Hotel in Memphis, Tennessee. I hope to gain the following from attending and participating in the presentations:

1. LEARN. Acquire new knowledge. The conference agenda includes four interesting keynotes and numerous sessions featuring best practices in Person-Center Planning, medical concerns, leadership/supervision, and a variety of other programming topics. There are also two “deep dive” full-day sessions that are highly relevant to the services we provide.
2. CONNECT. Network with other disability professionals in an environment that embraces and encourages learning, connecting, and sharing. Develop contacts with other disability professionals from across the U.S. and continue that dialogue after the conference. Interact with exhibitors to obtain information on new products, supports, and services used in the disability field.
3. SHARE. Bring back information to our organization that will benefit and inspire staff so that we stay current with information within the field of disabilities.

I have attached an NAQ brochure and an outline of projected costs for your review. Attending this conference will enable me to continue to learn and grow as a disability professional and provide the best possible services for the people we support. More information can be found on the n-a-q.org website.

I hope you will consider my request and provide approval so that I can attend. Thank you.

Sincerely,

(Your Signature)

(Your Name)