

Dear Administrator:

I am writing to request approval to attend the Computer-Assisted Language Instructional Consortium (CALICO) Conference and Workshops in Pittsburgh, PA from Wednesday May 22 through Saturday May 25, 2024. Pre-Conference workshops will be held on Tuesday, May 21 for an additional fee. The conference is the annual meeting of CALICO, the North American professional and academic organization for language education and technology. This event offers learning opportunities for all language education professionals at all levels and from all languages.

At CALICO 2024, I will have the professional development opportunity to attend educational sessions, technology demonstrations, and networking events that will help me build my content knowledge and learn new strategies for teaching my language with technology. Topics will include sessions and demonstrations of AI, extended and virtual reality, digital games, technology-based task-based language teaching, lesson planning, assessment, and more. I will learn the latest research and current trends in computer-assisted language education today that I will be able to apply to my teaching upon my return. I will also share the information and resources that I gathered to our world languages department, helping our school and district improve our students' language learning outcomes.

Registration includes:

- Access to over 150 sessions from Wednesday through Saturday, including keynotes from academic and industry leaders like Luis van Ahn, founder of Duolingo
- Entry to the exhibit hall featuring a variety of educational technology and language education companies
- Opportunities to connect and network with other language professionals interested in the field of computer-assisted language learning and teaching
- Ideas for teaching and handout materials from presenters that can be applied to classroom teaching

Registration is \$175 for K-12 educators. This includes all the above as well as social events and some meals.

I am confident that I will bring back a great deal of valuable information that I can share with my peers to create a better learning experience that will help our students succeed.

Please visit the CALICO website for more information: <https://calico.org/conference-2024/>

Thank you for considering my request for this professional development opportunity!

Sincerely,