#### Justification Letter for Gym Managers

Dear [Manager’s Name],

I would like to request to attend the 2022 CWA Summit taking place May 18-20, 2022 in Salt Lake City, UT. After reviewing the conference content, speakers, and schedule, I’ve determined that this event would provide a valuable professional development opportunity and give me new tools to run [Facility Name] more effectively.

This annual event, hosted by the Climbing Wall Association, offers in-depth pre-conference workshops and three days of conference sessions focused on best practices for running an efficient facility, managing staff, delivering great customer service, and growing membership. I will also have opportunities to collaborate with industry leaders and expand my network of industry peers.

The workshops and sessions I’m most excited about include: [The following is a sample list of presentations we think you’ll find relevant, but please edit this as you’d like! The most up-to-date [presentation descriptions are available on our website.]](https://www.cwasummit.org/conference-sessions)

* When Gym Owners Unite: A Case Study in Collaboration | Michele Lang, Insight Climbing & Movement; Alice Kao, Sender One; Doug Cosby, Inner Peaks; Michael Lary, Source Climbing Center
* Humanizing Leadership Teams: Using Authentic Voices to Build Honest Narratives That Resonate With Your Community | Jeffrey Shor & Lillian Chao-Quinlan, Sportrock Climbing Centers
* Creating a Culture of Personal Responsibility | Lor Sabourin, The Warrior's Way

In addition to my own professional development, other staff members in our organization will benefit from my attendance. I will meet with the team when I return to share my experience, takeaways, and action items. I also expect to gain leadership skills that will allow me to better manage and develop the team.

I am seeking approval for the registration fee and travel expenses. Here is an estimate of the costs:

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| --- | --- |
| Airfare: | $[Adjust depending on your location] |
| Rental Car (OPTIONAL): | $45 [# of days - CHECK RECENT COSTS] |
| Hotel: | $250 x [# of days - for Conference Center hotel room, more affordable rooms may be available nearby!]  |
| Meals and Incidentals: | $60 x [# of days] |
| Pre-Conferences: | $175 half-day / $350 full day [Check [CWA Summit site](https://www.cwasummit.org/) for information on Pre-Conference sessions] |
| Conference: | $475 [See [pricing page](https://www.cwasummit.org/pricing-faqs) on the website for details] |
| Total: | $ [Total cost] |

To take advantage of the current registration rate, I need to register by November 30, so I appreciate a quick response. Thank you for your consideration, and please let me know if you’d like to discuss this proposal further.

[Signature]