#### Justification Letter for Gym Managers

Dear [Manager’s Name],

I would like to request to attend the 2019 CWA Summit taking place May 15-17 in Loveland, CO. 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 two and a half 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.climbingwallsummit.org/conference-sessions-schedule).]

* Educating Your Members: The Key to Athletic Success and Member Retention (Pre-conference Workshop)
* Gym Managers Roundtables
* A Strategic Approach to Inventory Management
* Cultural Leadership: The Key to Employee Engagement and Motivation
* Best Practices for Using the Latest Rock Gym Pro Features
* A Case Study on Change Management: The Good, the Bad, and the Ugly
* 10 Ways to Grow Your Membership Revenue

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: | $30 x [# of days] |
| Hotel: | $158 x [# of days]  |
| Meals and Incidentals: | $60 x [# of days] |
| Pre-Conferences: | $[Check [pre-conference workshop page](https://www.climbingwallsummit.org/pre-conference-workshops) on website] |
| Conference: | $399 [Early bird pricing available through January 31, 2019 – see [pricing page](https://www.climbingwallsummit.org/pricing-and-faq) on website for details] |
| Total: | $ [Total cost] |

To benefit from the current registration rate, I need to register by January 31, 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]