

SAMPLE LETTER TO YOUR EMPLOYER

Date:

Dear _____,

I would like to attend Netroots Nation, an annual conference for digital and grassroots organizers with a heavy focus on trainings and networking. This year's conference August 10-13 in Atlanta.

Netroots Nation features more than 40 training sessions covering a breadth of skill levels, from basic online organizing to advanced, as well as topics like testing and optimization, communications and grassroots organizing. Plus there are more than 80 panels, keynotes, caucuses and networking events throughout the weekend.

Attendees are able to make strategic connections that help them with their work, learn new skills and improve existing ones, and increase the visibility of their organization's work. More than 2,500 organizers from across the country attend each year.

Below is the estimated cost to attend Netroots Nation:

Registration rates: \$340–\$465 (activist and organization rate), group rates are available

Hotel costs: \$160 (double occupancy room)

Transportation costs: _____

Thank you for considering this great learning and networking opportunity.

Sincerely,