To:

Subject: Proposed attendance at National Water Trails Forum

I am requesting approval to attend the National Water Trails Forum from June 24-26, 2015 in Ann Arbor, Michigan. The forum is co-hosted by the National Water Trails System, National Park Service, River Management Society, River Network, Huron River Water Trail, Island Loop Water Trail, and Michigan Sea Grant. Given registration deadlines, I request a reply to this request *by [Insert internal deadline here, note: scholarship applications are due before April 10, early registration is due before May 15]*.

This forum will bring together water trail partners and managers who exemplify the high standards required for national water trail designation. It will allow for fellow and aspiring National Water Trails (NWT) leaders to train each other, learn from one another, share best management strategies and practices, and establish a lasting national network that encourages more people to connect with and protect their waterways.

Professional river and water trail managers and partners from national water trails, federal, state and local agencies, nonprofit organizations, outdoor recreation and tourism associations, and academic institutions are invited to attend this inaugural forum. This diversity of professionals offers training and networking opportunities that are essential for sharing and applying cutting edge water trail management best practices.

Here’s an approximate breakdown of forum costs:

Registration:

Airfare:

Hotel:

Meals:

Total:

A limited number of scholarships are available to help cover the costs of registration. Scholarship applications must be submitted by April 10th. Scholarship recipients must accept their award by May 1st, allowing them to register during the early registration period that ends on May 15th.

After I attend, I will submit a post-forum summary, and will be happy to share relevant tools and information with other staff members and departments.

I appreciate your consideration and look forward to your reply.