

Subject: Request to Attend LUC 2026, a Conference for CourseLeaf Users

Dear [Decision Maker Name],

I am writing to request your support to attend a conference that is part of my professional development plan. Leapfrog Technologies, the sponsor of the conference, provides the academic operations software, CourseLeaf, that supports our < catalog publication, curriculum management, academic scheduling, student advising and registration, and/or syllabi management>.

The LUC Conference will be held **February 17 – February 19, 2026 at the Disney Beach and Yacht Club Resort in Orlando, Florida**. The conference typically draws over 400 attendees from 200 or more colleges and universities. The three-day event includes presentations and workshops focused on building technical skills within CourseLeaf and learning new ways to leverage CourseLeaf for student success from CourseLeaf experts and peer institutions.

LUC 2026 will include:

- Two full days of presentations on CourseLeaf from a functional, technical, and strategic lens.
- One full day of workshops that take a deeper dive into CourseLeaf with a “hands-on” approach.
- Consultation hours to meet with specialists in a 1:1 environment.
- Networking opportunities with colleagues at peer institutions who also use CourseLeaf.
- The opportunity to share feedback and new functionality requests with CourseLeaf staff.
- Time to discuss and learn about CourseLeaf with CourseLeaf experts.

The cost estimate to attend LUC 2026:

| | |
|-------------------------------------|-------------------------------|
| Travel | \$XXX |
| Accommodations | \$XXX (\$269 per night + tax) |
| Meals not covered by the conference | \$XXX |
| Conference and Workshop Fee | \$XXX |
| Total cost estimate to attend: | \$XXX |

(Please Note: LUC 2026 registration is \$995 for the Conference and \$595 for the Pre-Conference Workshop Day. Most clients spend 4 nights if they are attending both the Workshop Day and the Conference (arrival on Monday and departure on Friday) and 3 nights if they are only attending the Conference (arrival on Tuesday and departure on Friday). Breakfast and lunch are included in the Workshop Day registration and 2 breakfasts, 2 lunches, and 1 dinner are included in the Conference registration.)

The LUC Conference is widely regarded by peer institutions as extremely useful and productive. When I return from the conference, I will compile a short presentation to share what I learned including any new ideas that could benefit our team. I will also make conference materials available to my colleagues.

I would like to request approval to attend LUC 2026 as I believe it provides an essential professional development opportunity to further my skills and support the success of our department and its stakeholders. I appreciate your timely review of this request. Please let me know if you have any questions.

Thank you for your consideration.

[Add regards and signature]