



Make the Case to Participate in the Iowa Science of Reading Summit!

This guide will help you advocate for your participation in the Iowa Science of Reading Summit. With our template, you can demonstrate the value of the summit to your organization.

Step 1: Organize Your Goals

List your organization's top priorities:

- 1.
- 2.
- 3.

List your organization's top challenges:

- 1.
- 2.
- 3.

List your professional development goals:

- 1.
- 2.
- 3.

Identify beneficial opportunities (workshop tracks, networking, keynote speaker):

- 1.
- 2.
- 3.





Step 2: Assemble a Budget

Use this table to keep track of the costs associated with attending the conference. Click the links to the summit registration platform to access more information regarding hotel pricing and registration cost.

Item	Cost
Summit Registration	\$
Travel (airfare, train, mileage)	\$
Hotel Accommodation	\$
Local Transportation (rideshare from airport, etc.)	\$
Meals Not Provided by Summit (registration includes a continental breakfast on Thursday and Friday, a snack break and buffet-style lunch on Thursday, and a boxed lunch on Friday)	\$
Total Cost	\$





Step 3: Prepare Your Pitch

Use the information you collected about participating in the summit to complete this template and present it to your supervisor or district for approval.

Dear _____,

The 2024 Iowa Science of Reading Summit takes place July 18-19 in Cedar Rapids, Iowa, and I'm writing to express my interest in participating on behalf of _____.

The summit offers seven workshop tracks centered around the latest research, resources, and best practices in literacy instruction. I estimate the overall cost of attending as \$_____, but the knowledge and resources I'll gain, as well as the connections I will make with other educators and literacy experts, are invaluable.

Upon my return, I plan to share what I learn with key staff so they too can benefit. I aim to gain more insight into the challenges faced by _____, including:

- _____
- _____
- _____

If there are other topics you would like me to focus on, I'm happy to share the program content with you so that we can plan how to maximize my time and our investment.

Thank you for considering this opportunity!

Sincerely,
[Your Name]

