\*PERSONALIZE THE INFORMATION **[BRACKETS]** IN THE LETTER BELOW. IF NECESSARY, COMPLETE THE ESTIMATED COSTS ON PAGE 2.

[DATE]

Request to attend the LMEA Professional Development Conference and All-State Honor Ensemble Clinics ([https://lmeamusic.org/2025-lmea-professional-development-conference](https://lmeamusic.org/2025-lmea-professional-development-conference/)).

Dear [School Administrator/District Leader/Colleague],

The Louisiana Music Educators Association (LMEA) Professional Development Conference will be held at the Hilton New Orleans Riverside on Thursday, January 16 through Sunday, January 19, 2025.

I would like to attend this professional learning event because it is an opportunity to receive substantial knowledge directly related to my work in the field of music education. It would also be a solid investment in our students' success and academic growth by allowing me to gain first-hand insight into various ways I can improve my teaching skills for the direct benefit of our students.

The LMEA Conference is a three-day institute on teaching, leading, and learning that offers relevant and innovative sessions that are focused on evidence-based practices that drive student, teacher, and school success. It will give me significant professional development opportunities that are focused directly on music education that I will be able to use in my classroom.

I believe this is an opportunity to make a solid and timely investment in our students' success and our school climate. I would receive valuable professional insight and actionable approaches to share with my colleagues. By attending the LMEA Conference, I will be able to:

* Attend sessions that focus on the challenges we are currently facing in music education around Louisiana and the country. I will gain practical skills and learn proven methods for improving my daily teaching practices.
* Learn the current findings on music education and the effects it can have on educational equity, how music can help students with learning difficulties that may need some intervention, as well as classroom strategies to put this knowledge to work from the nation’s leading researchers and seasoned practitioners. Their knowledge and motivation will enhance what I already know about teaching music and help me achieve the goals set in my professional growth plan by our [school/district/other].
* Have the opportunity to connect with many other music educators from around Louisiana to grow my knowledge and learn new methods being implemented at other [schools/districts/other]. Learning from other’s success means our [schools/districts/other] can focus our time and money on what has already been proven to work.

For your convenience, I have attached the estimated costs for attending the 2025 LMEA Conference on the following page. Please consider this worthwhile investment that will offer our [school/district/other] returns for years to come. For more information, visit the LMEA webpage at: [www.lmeamusic.org](http://www.lmeamusic.org)

Thank you in advance for your consideration.

Sincerely,

**Estimated Costs for the 2025 Louisiana Music Educators Association Professional Development Conference**

The costs to attend the 2025 LMEA Conference are the registration fee, travel expenses, hotel, and a meal per diem.

**Registration for the 2025 Louisiana Music Educators Association Professional Development Conference:**

**Early Bird Registration (LMEA members) - $80 (Through December 5)**

**LMEA member registration - $95 (After December 5)**

**Non-LMEA Member - $110**

**College/University Student - $30**

**Administrators - FREE**

**Retired - FREE**

**The registration fee includes:**

* Registration materials, conference badge, etc.
* Entrance into all sessions, concerts, and exhibit area

**Travel Expenses:**

* Transportation and/or Mileage**:** **[insert here]**
* Hotel
  + $199 per night plus taxes and fees (currently 16.2% and $3.00 occupancy fee per night) for single/double occupancy. A government rate of $158 per night plus tax and fees is available to those who qualify and can provide documentation at check-in.
  + Room block is available through December 22, 2025.
  + Discounted parking rate of $20 per night plus tax for overnight guests in the self-parking garage. Discounted daily parking rate of $10 per day plus tax in the self-parking garage (between 6:00 am and 6:00 pm). Valet parking is available at approximately $50 per night.

**Meals: [insert per diem total or breakdown here]**

**Total Estimated Cost: [insert here]**