



John Hope Franklin Center for Reconciliation

Reconciliation in America National Symposium

May 27, 2020 – May 29, 2020

Tulsa Hyatt Regency

Tulsa, Oklahoma

JHFNationalSymposium.org

Sample Letter: Request for Approval

Date

Dear <Manager>

I request your approval to attend the Ninth Annual Reconciliation in America National Symposium of the John Hope Franklin Center for Reconciliation for May 27 – May 29, 2020.

The 2020 conference theme is, “Reconciliation and Technology: Neutral Resources for Social Good” and it is the premier event for discussions of social equity, reconciliation, and related dialogue strategies to address social tensions in American communities. This year’s focus on Technology as Reconciliation will lend itself to conversations about (1) defining what reconciliation looks like in daily experiences, (2) what our individual roles are as agents of reconciliation, and (3) how to be peacemakers while not allowing ourselves to settle with “keeping the peace” in ways that perpetuate unjust, systemic wrongs. These topics align with my professional development to assist me in doing my job more effectively and be of assistance as our organization addresses such issues.

The conference features a significant keynote speaker, Samuel Sinyangwe, an impressive activist who uses technology to work with communities of color to fight systemic racism through cutting-edge policies and strategies. Samuel has supported movement activists across the country to collect and use data as a tool for fighting police violence through Mapping Police Violence and to launch Campaign Zero, a comprehensive platform to end police violence.

Networking with colleagues across the nation will help me to learn from others and improve my own skills and knowledge about my field. I will also have the great opportunity to engage more deeply with my work, ask questions of others who are also doing the work, and develop informed practices to improve my success as a professional and my awareness of strategies to facilitate reconciliation within the work environment and community concerns. Upon my return, I plan to share my learning with my team and other staff as needed. I can do so by sharing session presentations, handouts, and written summaries.

Please check out the conference website at www.jhfnationalsymposium.org. The registration cost for the Symposium is (Early Bird Fee: \$215; Regular Fee: \$269.00), along with travel expenses and hotel. I also wish to attend the evening program hosted by the Gilcrease Museum. During this event, I will have the opportunity to see curated pieces connected to Reconciliation & Technology, experience a living museum with people who have histories connected to the Greenwood Community, hear scholar presentations about Greenwood Heritage, & pledge to commit to Reconciliation through Technology. Attending this program at the Gilcrease Museum will be a great networking and learning opportunity.



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Right now, the cost to fly is only _____. Including hotel, I estimate the total cost to be _____. I can save on costs by booking my travel early and registering with the early-bird rates, so I look forward to your response.

I am confident you will see this as a worthwhile investment. It is an opportunity for me to network with social justice, race relations, and reconciliation dialogue experts, meet the motivational keynote speaker, attend valuable educational sessions and gain specific industry knowledge. My attendance at this conference is a wise investment and will pay off for years to come.

Sincerely,

[name]

Title