CSM Symposium ’23 Approval Letter

**To:** (Insert manager’s name here)

**From:** (Insert your name here)

**Subject:** CSM Symposium ’23

Symplicity’s annual CSM Symposium this June 4th-5th in Lake Buena Vista, FL is the #1 event to connect with other CSM super users and experts to learn about the best practices, new tools, and upcoming product features to maximize our system usage and expertise. Attending this conference will give me access to invaluable knowledge that I can bring back to benefit our office and our overall processes and strategies, particularly around student engagement, on campus recruiting and more.

I will gain a deeper understanding and knowledge of not only the product but industry trends and strategies as well by hearing from leaders in career services and connecting with employers. Combined with in-depth training from product experts and on-site individualized support sessions, I plan to return with fresh skills and ideas that will elevate our operations and help us succeed.

Here is a sampling of feedback from past attendees:

*“I felt energized to update and implement the things I learned. Our [CM] was a pleasure to work with. Her empathetic career services background and analytical knowledge of the system support the bridge between university and industry. “*

*“Education's always such a diverse landscape, so just to get to see how different people are tackling it at different schools is really helpful in coming up with ideas of how to solve our problems where we are.”*

*“CSM Symposium is about connecting and learning from other people and how they're approaching challenges. Having these symposiums, connecting with other colleagues that are doing great work on their campuses and also with the CSM staff is really helpful.”*

I believe CSM Symposium ’23 will be a great investment for (insert name of university/institution here) and an excellent use of my time and our resources.

The registration fee is $(insert rate). Taking into account travel and hotel, I estimate the total cost to be $(insert total cost here).

Regards,

(insert name here)