Attendee Travel Details & Justification

Event Details

Event Name: 2026 NACEP National Conference
Dates: October 18 -21, 2026
Location: Huntington Convention Center of Cleveland, 300 Lakeside Ave E, Cleveland, OH
Hosted by: National Alliance of Concurrent Enrollment Partnerships (NACEP)
Website: www.nacep.org/conference

Estimated Costs

Item	Estimated Cost
Registration (early bird ends 7/31/26)	$678 - Early-Bird Member $858 - Early-Bird Non-Member $787 – Standard Member $967 – Standard Non-Member
Pre-Conference Workshop	$184 (half-day) / $296 (full-day, includes lunch)
Hotel (NACEP Rate)	$219-262+ tax per night
Airfare	
Ground Transportation	
Per Diem	

Purpose of Travel

To attend and/or deliver professional development as part of the only national professional learning opportunity focused exclusively on dual and concurrent enrollment programs.

Letter of Justification

Subject: NACEP National Conference - Professional Development Request

Dear <Insert Name Here>,

I would like to request approval to attend the National Alliance of Concurrent Enrollment Partnerships (NACEP) National Conference, taking place <insert dates> in <insert location>. This conference is the only national convening dedicated exclusively to dual enrollment and concurrent enrollment program quality and effectiveness.

As dual enrollment continues to expand and play a larger role in student transition to college, programs are increasingly expected to align with national best practices and

deliver consistent, high-quality student experiences. The NACEP conference serves as the primary forum where institutions learn how to strengthen program practices, respond to emerging policy expectations, and ensure their programs continue to deliver meaningful value to students.

Conference programming offers focused opportunities to learn about:

- National trends shaping dual enrollment policy and practice
- Evidence-based strategies to strengthen program quality and student success
- Faculty engagement, curriculum alignment, and academic integrity
- Program leadership, staffing, and sustainable program growth
- State and national policy developments affecting program expectations
- Innovative models and implementation approaches from peer institutions

I am seeking your support for the registration fee and travel expenses, including hotel accommodations and meals. The early registration fee is <insert rate>, representing a valuable investment in ensuring our program remains aligned with national practice and positioned for continued success.

Here is an estimated breakdown of costs:

- Airfare: <insert estimated cost>
- Transportation: <insert estimated cost>
- Hotel: <insert estimated cost>
- Meals: <insert estimated cost>
- Conference Registration Fee: <insert cost>
- Total: <insert total>

Participation will provide practical strategies, national perspective, and direct connections with leaders across the field. I will share key takeaways and recommendations with our team to ensure we apply what I learn to strengthen our program and the student experience.

Thank you for your consideration.

Sincerely,
<Insert Name Here>

Speaker Travel Details & Justification

Event Details

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Website: www.nacep.org/conference

Estimated Costs

Item	Estimated Cost
Registration (early bird ends 7/31/26)	$678 - Early-Bird Member $858 - Early-Bird Non-Member $787 – Standard Member $967 – Standard Non-Member
Pre-Conference Workshop	$184 (half-day) / $296 (full-day, includes lunch)
Hotel (NACEP Rate)	$219-262+ tax per night
Airfare	
Ground Transportation	
Per Diem	

Purpose of Travel

To attend professional development as part of the only national professional learning opportunity focused exclusively on dual and concurrent enrollment programs.

Letter of Justification

Subject: NACEP National Conference - Speaker Travel Support Request

Dear <Insert Name Here>,

I am pleased to share that my proposal has been selected for presentation at the National Alliance of Concurrent Enrollment Partnerships (NACEP) National Conference, taking place <insert dates> in <insert location>. The NACEP conference is the only national convening dedicated exclusively to dual enrollment and concurrent enrollment program quality and effectiveness. Presentation proposals are peer-reviewed through a competitive national

process, and NACEP typically accepts fewer than 30% of submissions, making this a meaningful professional and institutional distinction.

My selection provides an opportunity to represent <institution name> on a national stage and contribute to advancing practice across the field. It also positions our institution among national leaders shaping how dual enrollment programs are designed, implemented, and strengthened to better serve students.

In addition to presenting, the conference will provide opportunities to:

- Share our institution's work and innovations with a national audience
- Learn emerging national trends, policy developments, and best practices
- Engage with peer institutions addressing similar opportunities and challenges
- Bring back strategies and insights to strengthen our program locally

I am requesting support for the conference registration and travel expenses, including hotel accommodations and meals.

Here is an estimated breakdown of costs:

- Airfare: <insert estimated cost>
- Transportation: <insert estimated cost>
- Hotel: <insert estimated cost>
- Meals: <insert estimated cost>
- Conference Registration Fee: <insert cost>
- Total: <insert total>

Presenting at this conference elevates the visibility of our institution while providing valuable opportunities to strengthen our program through national engagement. I will share key insights and connections gained through both presenting and participating to ensure our institution fully benefits from this opportunity.

Thank you for your consideration.

Sincerely,
<Insert Name Here>