

September 20, 2023

Dear Members of the Board,

This is a request for approval to attend the **2023 TSD Conference and Trade Show, presented by School Transportation News**. The conference takes place on November 15-20 at the Embassy Suites by Hilton Frisco Hotel Convention Center in Frisco, Texas. Hundreds of student transportation professionals nationwide will converge to take advantage of the event's mantra – **Special Needs Training** – providing a true one-stop educational experience.

During the five-day event, student transportation professionals will connect and learn how to improve operations and safety for their transportation teams. The trade show showcases the latest in training, products and services. The Transportation supervisor will arrive on the evening on November 15, and begin the conference in the morning of November 16 and will continue sessions through Monday, November 20.

TSD Conference registration includes:

- **Conference Pass** – Access to all keynotes, educational sessions and workshops.
- **Trade Show** – 70 exhibitors featuring a wide range of student transportation products, solutions and services.
- **Catered Networking Event** – Ability to connect with 500+ student transportation stakeholders.
- **Post-Event Resources** – Access to download dozens of speaker presentations from the official conference mobile app.

I am planning to attend the Special Needs focused keynotes and workshops which directly relate to my current Transportation Operations Supervisor over Special Education job function.

Estimated cost breakdown to attend the 2023 TSD Conference:

Registration fee:	[\$449.00 + \$5 processing fee]
Airfare:	[\$380]
Hotel:	[\$945]
Transportation:	[\$50]
Meals:	[\$219]
Total cost:	[\$2,048.00]

Following the conference, our supervisor plans to share the key insights they have learned with their colleagues. The attendance at the 2023 TSD Conference is a wise investment that will bring considerable value to our organization. In addition, STN will follow all official government, local authority, relevant health authority, and specific venue guidance and requirements for all health, safety, and protective measures. Rest assured that STN and the Embassy Suites Hotel are committed to providing a safe and healthy environment for all attendees.

Thank you for your consideration,

MDUSD Transportation Department