



Come to the 2018 OMLTA/AOPLV Conference **PLUSIEURS VOIX, PLUSIEURS HISTOIRES**

Do you find funding and justifying your absence from school a challenge! We've put together some resources to help you make your case to attend the most outstanding professional development event of the year.

This toolkit includes:

- General Tips/Talking Points
- Sample justification letter to your administrator

Why go to Spring OMLTA Conference at the Delta-Marriott Hotel in Mississauga?

General Tips

Here are a few things to consider when having to justify both the travel and conference expense:

Benefits of the Conference:

- You will be bringing back lots of new strategies to share with other teachers, students and parents.
- You can share all the materials you receive from the conference with your colleagues in your school. (You always receive great handouts and resources from every session you attend)
- Sessions cover important and relevant topics to teachers of all streams, grades and languages.
- By attending the conference, you will have the opportunity to speak with many members from our industry, both OMLTA/AOPLV members and community partners that provide new, innovative language products, materials, and equipment that you would be able to test out and introduce to your school and your colleagues.

Before you go:

- If possible, have your lesson plans ready and show who will be covering your classes for you while you are attending the conference.
- Offer to share a room to reduce the hotel expenses. You can find a roommate through the French Teachers Facebook page or other social media connections.
- Make note of the Early Bird Registration deadlines (**February 16th, 2018**) to get the lowest rate to attend the conference.
- Your OMLTA/AOPLV and CASLT membership allows for a reduced conference rate, thereby continuing your professional learning all year long (great to include in your ALP)
- Offer to present and deliver an after-school Professional Development session to your colleagues in the school to share the information you learned.

Write to your Principal or Supervisor:

Below is a sample of a letter you can provide to your principal explaining the importance of your attendance at the conference and the benefits you receive by participating. Please feel free to edit the letter to better meet your needs.

Dear (Principal),

I am requesting your permission to attend the Ontario Modern Languages Teachers' Association Provincial Spring Conference in Mississauga on March 23-24, 2018. This conference will provide me with numerous professional development opportunities through workshops and discussion with other language educators from around the province. Many of the sessions will help me expand my teaching techniques, offer new ideas and knowledge to better educate the students at our school, and provide information on how to incorporate the curriculum into the lessons I teach.

I have included a detailed cost breakdown of the conference as well as a copy of the conference brochure for you to review. I have outlined the specific sessions I would like to attend, including a detailed explanation of what I will be learning within each session. I have also included a list of vendors I would like to visit during the conference to evaluate some of the products I would like to consider for the classroom.

I estimate the total cost of the conference will be (AMOUNT).

If I am approved to attend the conference, the benefits to the school are as follows:

- The time for networking with other seasoned educators from across the province.
- The ability to obtain fresh new ideas and techniques to share with the students and teachers at our school and in our area.
- The increased understanding the curriculum and how they are incorporated into the classroom.
- The opportunity to evaluate vendor products before purchasing them.

Thank you for taking the time out of your busy schedule to consider my request. I look forward to hearing from you and to represent our school at the OMLTA/AOPLV conference in Mississauga in March.

Sincerely,
(Your Name)