

LETTER TO EMPLOYER

Dear [],

I would like to attend Facing Race, the largest multiracial, multigenerational conference for racial justice advocates. Facing Race is presented by Race Forward, an organization with more than 30 years of experience in researching, reporting, and training on racial justice. Facing Race will be held virtually this year from November 10 to 12, 2020. This conference only takes place once every two years, so this is the time for our organization to take part in helping our country face race!

Who attends Facing Race? The people who attend Facing Race have one thing in common: they are committed to racial equity and racial justice. However, the individuals who attend this conference do their work in a variety of ways. Attendees are organizers, academics, students, and artists, and they work in for-profit and non-profit sectors, representing organizations of all sizes.

What happens at Facing Race? In order to keep our communities safe, Facing Race 2020 is going virtual this year. This digital experience will be held over a span of 3 days. During this time, I will have access to a transformative experience. There are four different workshop tracks: Narrative & Culture, Institutional and Sectoral Change, Movement and Community-Driven Solutions, and Race Identities and Innovations.

In addition to the valuable learning that will help our work continue in the right direction, there will be opportunities to connect with others who can strengthen and support our work.

How much does it cost to attend Facing Race, and what does that include? Not only is attending Facing Race right for our organization, it is cost-effective. There are several attendance levels. However, the Sustainer level at \$400 is designed for individuals that have an institutional sponsor like their employer. This registration includes full access to the conference.

Here is an estimate of the costs associated with attending the Facing Race.

Conference Ticket:

Total expense request:

Thank you for your consideration.

Sincerely,
[Your Name]