



Conference Attendance Justification Toolkit

This toolkit is designed to help you present a compelling case for attending the 2026 National Recreation and Park Association (NRPA) Annual Conference in Philadelphia, Pennsylvania, this September 29-October 1. Below are resources to help you outline the benefits, estimate costs, and customize your agenda for the conference.

Benefits:

- **Professional Development:** Access hundreds of inspirational education sessions from industry experts and peers, as well as earn Continuing Education Units (CEUs) and certifications to enhance your expertise.
- **Networking Opportunities:** Grow your professional network and build meaningful connections with like-minded peers from across the country who share your passion.
- **Innovative Solutions:** Explore more than 500 booths and exhibits, showcasing the latest products and services for the field that can improve your operations.

Estimated Attendance Cost:

Use the following expense worksheet to help develop a cost estimate for attending the 2026 NRPA Annual Conference.

Expense	Guideline	Cost
Conference Registration	View NRPA's registration rates on the Registration webpage .	\$
Flight	Try a web travel service to get a quick estimate.	\$
Lodging	View NRPA's hotel block rates on our Hotel Information webpage .	\$
Transportation	Ride share, car rental, taxi, etc.	\$
Food per diem	GSA M&EI Total is \$92 per day for Philadelphia.	\$
	Total	\$

Conference Schedule at a Glance:

Access the conference [schedule at a glance](#) to review sessions, workshops and networking events to help you create a customized itinerary tailored to your specific responsibilities, interests and objectives.

Justification Attendance Letter:

Below is a template to send to your supervisor or employer to explain the benefits of attending the 2026 NRPA Annual Conference. You may copy all or any portion of the template to use. Remember to customize the letter with specific details about your role, organization and reasons for attending the conference. We hope this resource is helpful and look forward to the opportunity to welcome you in Philadelphia!

[Date]

[Supervisor's name]

[Title]

[Company name]

[Postal Address]

[City, State, Zip]

Dear [Employer's Name],

I am writing to request approval to attend the 2026 National Recreation and Park Association (NRPA) Annual Conference, taking place September 29-October 1, in Philadelphia, Pennsylvania. As a [Your Position] at [Your Organization], I believe that attending this premier event will provide valuable insights, resources and networking opportunities that will greatly benefit our organization's goals and initiatives.

The NRPA Annual Conference is widely recognized as the leading gathering for professionals in the park and recreation field. Here are some key reasons why my attendance would be beneficial to our organization:

1. **Professional Development:** The conference offers a diverse range of educational sessions, workshops, and keynote presentations led by industry experts. By attending, I will have the opportunity to learn about the latest trends, best practices, and innovative strategies relevant to our work.
2. **Networking Opportunities:** The NRPA Annual Conference provides a platform for networking with peers, leaders and vendors from across the country. Building relationships with other professionals in our field can lead to valuable collaborations, partnerships and knowledge-sharing opportunities.
3. **Innovative Solutions:** The exhibit hall showcases the latest products, technologies and services available to enhance our parks and recreational facilities. Exploring these

offerings firsthand will provide inspiration and ideas for improving our operations and enhancing the experiences of our community members.

4. **Community Impact:** By attending sessions focused on a wide-ranging set of relevant topics, I will gain strategies to better serve our community and meet the diverse needs of our residents.

Enclosed is a detailed expense worksheet that outlines the estimated costs, anticipated benefits, and a proposed agenda for my attendance. I am confident that the return on investment from this professional development opportunity will far outweigh the associated expenses.

I am committed to maximizing the value of my attendance by actively participating in sessions, networking events, and knowledge-sharing opportunities throughout the conference. Upon my return, I will provide a comprehensive report summarizing key takeaways, actionable insights, and recommendations for implementing new ideas within our organization.

Thank you for considering my request to attend the 2026 NRPA Annual Conference. I am eager to further discuss how this opportunity aligns with our organization's priorities and objectives. Your support in enabling my professional development is greatly appreciated.

Sincerely,

[Your Name]