

# Registration Proposal

To: \_\_\_\_\_

From: \_\_\_\_\_



**NASBITE International**  
**2020 Annual Conference &**  
**National Small Business Exporter Summit**  
March 25-27, 2020 • Annapolis, Maryland

I'm writing to ask approval to attend NASBITE International's 33<sup>rd</sup> Annual Conference & National Small Business Exporter Summit, March 25-27, 2020 in Annapolis, Maryland. These events draw educators, practitioners, specialists, and students from all across North America and includes a National Summit of best-in-class exporters. I am confident that I will receive valuable education that will enhance our organizational development and also that the people I need to meet to generate new ideas and approaches will be found at this event.

Over the course of 3 days, NASBITE International's Summit and Annual Conference will provide:

- A full day of master-class format program providing information on powerful tools, techniques and resources that outstanding exporters from across the country have used to guide export growth and success
- Two full days of concurrent Conference Sessions focused on Trade Skills, Trade Resources, Trade Education, International Education and Commercial Tools; I will be able to choose the Sessions that are most fitting for my education
- Three Keynote Sessions featuring leaders in global trade education and trade policy development
- A table-top exhibit program highlighting international trade tools, educational resources, and programs
- Attendance for the Annual Conference is projected at over 200 attendees, which means hours of dedicated networking to meet with key trade educators, trade promoters and trade practitioners
- Education on the latest international trade education approaches, trade policies, skills, marketing, and trade resources and tools, to enhance my knowledge base
- The opportunity to connect with people that could positively impact our organization/institution

I've reviewed the educational tracks and sessions and have included a list of sessions I'd like to attend below. I strongly feel that these sessions are directly relevant to my role and responsibilities at this organization.

Session 1: \_\_\_\_\_  
Session 2: \_\_\_\_\_  
Session 3: \_\_\_\_\_  
Session 4: \_\_\_\_\_  
Session 5: \_\_\_\_\_  
Session 6: \_\_\_\_\_  
Session 7: \_\_\_\_\_

Here's an approximate breakdown of conference costs. The total registration fee for the Summit and Annual Conference is \$830.00 for NASBITE members and CGBPs, **but if I register by February 28, 2020 I will receive \$100 off the registration fee.**

Conference Registration (early-bird: \$595.00; member: \$695.00; non-member: \$795.00; new member*)	\$ _____
Summit Registration (\$235)	\$ _____
Airfare	\$ _____
Transportation	\$ _____
Hotel (\$149.00 per night plus taxes)**	\$ _____
Meals and Other Expenses***	\$ _____
<b>Projected Total Cost</b>	<b>\$ _____</b>

I'd like to register before hotel and registration discounts expire. I'll be sure to submit a post-conference report that will include an executive summary, major takeaways, tips, and a set of recommendations to maximize our global business opportunities.

\* As a non-member, if I join NASBITE International as an individual member (\$149.00 membership fee), I will save an additional \$100 off the non-member pricing, and will also receive year-round Membership benefits including significant discounts on commercial tools and free monthly educational webinars.

\*\* Rate based on using NASBITE's host hotel, Graduate Hotel Annapolis, by the specified deadlines and does not include state taxes or fees.

\*\*\* Breakfast, lunch, and evening receptions are included in the conference rate, I will only have to pay for two dinners.