

OAGC Fall Conference Justification Toolkit



Sample Letter to Your District/Administrator

[Date]

Dear [insert name of contact person],

I am requesting approval to attend the 2026 OAGC Fall Conference, which will be held on October 19th and 20th, 2026 in Columbus, Ohio.

The OAGC Fall Conference is the only statewide conference in Ohio dedicated specifically to gifted education. This event provides valuable opportunities to collaborate and network with gifted coordinators, gifted intervention specialists, general education teachers, psychologists, researchers, college and university faculty, and family and community members who support gifted learners.

One of the most valuable aspects of this conference is the opportunity to bring practical, evidence-based strategies back to our team. By attending, I will gain real-world resources, instructional strategies, and current information that can strengthen and enhance gifted services within our [district(s)/ESC].

In addition, the conference offers state-specific content tailored to Ohio's gifted education community, including timely legislative updates and sessions presented by the Ohio Department of Education and Workforce. Attendees may also earn one hour of Ashland University graduate credit and 15 contact hours of HQPD for general education teachers by participating in the conference. These hours are required by the state for general education teachers to provide gifted services. These sessions also fulfill Ohio's gifted competency requirements.

Following the conference, I will receive a certificate of attendance that I can provide for documentation purposes.

Thank you for considering this request.

Sincerely,

[Your Name]

Attendee Expense Worksheet

Expense	Cost Savings Tips	Costs
Registration before September 30th, 2026	One Day Only	Member rate: \$240 Nonmember rate: \$265
	Two Days (Monday and Tuesday)	Member rate: \$305 Nonmember rate: \$355
Registration after September 30th, 2026	One Day Only	Member rate: \$290 Nonmember rate: \$305
	Two Days (Monday and Tuesday)	Member rate: \$355 Nonmember rate: \$405
OAGC Membership	Required to receive member rate	\$40
OAGC Division Membership (in addition to the basic membership fee)	Receive specific information and resources for one year	Coordinator: \$15 Teacher: \$10
Hotel	A variety of price points are offered within walking distance	The conference hotel rate is \$182/night until the hotel block is full.
Travel	Mileage will vary	[insert estimate]
Meals	Breakfast and lunch provided Dinner is on my own	[insert estimate]

***There is a \$15 online service fee for paying by credit card**