



JUSTIFY YOUR ATTENDANCE AT THE  
SPAN SYMPOSIUM 2024

*COPY AND PASTE INTO YOUR DOCUMENT/EMAIL*

To:

From:

Subject: *SPAN SYMPOSIUM 2024 Registration Proposal*

Dear [Decision Maker Name],

I am/We are writing to request approval to attend the upcoming virtual [SPAN Symposium on October 9-10, 2024](#). The primary aim of this symposium is to bring together positive transitions-care providers and supporters from schools and organizations worldwide, with the collective goal of strengthening the networks of transitions across international schools, encompassing students, parents, and staff.

By participating in the SPAN Symposium, I/we will have the opportunity to access the latest research, comprehensive insights, and practical strategies to address cross-cultural mobility challenges and promote a sustained culture of care and wellbeing within our school. Learning from international schools researchers and practitioners will enable me/us to discover best practices for positive transitions-care.

Recent years have reinforced the importance of attachment security, belonging, and transitions-care in schools, and the SPAN Symposium offers a platform to hear from students, parents, fellow educators, and other professionals, enriching my/our understanding and fostering meaningful connections. The SPAN Symposium's presentations, particularly Drs. Douglas Ota's findings from his recent research *Safe Passage Attachment Study in International Schools (SPASIS)*, emphasize the vital role schools play in creating healthy attachments for individuals in their care.

By attending the SPAN Symposium, we will demonstrate our school community's alignment with fellow institutions that share a common belief in the paramount importance of wellbeing. This event offers a unique opportunity to uphold the transition standard specified in the latest Council of International Schools' (CIS) accreditation standards (Section E5). Furthermore, it serves as a platform for us to showcase our genuine care and dedication to each member of our community, as we equip ourselves with effective and meaningful ways to support their needs.

SPAN's Symposium offers a comprehensive approach, catering to various roles within a school community, from admissions directors and administrators to divisional counselors and classroom teachers, fostering collaboration, collective understanding, and capacity building within and between schools. **Attending as a team will have a stronger collective impact on the development of transition teams and programming back on campus.**



Given our school's vision and current plans for the future, by attending this event **I/we** will be able to apply this learning afterwards in the following ways:

- [Enter your school's/organization's relevant strategic plan element/s here]
- [Enter your department/school's/organization's project initiative here]
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The virtual format of the SPAN Symposium, spanning a weekend with a further six months access, ensures cost-effectiveness and accessibility for all school personnel, allowing for empowering and enriching conversations on a global scale. The registration cost\* for this virtual SPAN Symposium is:

**EARLY BIRD Registration Rates [CLOSES on September 15, 2024]:**

- Early Bird Individual Registration non-member €220
- Early Bird Individual Registration SPAN Member €180
- Student Rate (must submit valid Student ID card or enrollment confirmation) €70
- 50% discount for speakers with speaker code (on EB rates)

**REGULAR Registration Rates [CLOSES on October 8, 2024]:**

- Individual Registration non-member €250
- Individual Registration SPAN Member €200
- Student Rate (must submit valid Student ID card or enrollment confirmation) €90

\*An additional 5% processing fee (the fees charged by the online Symposium platform and credit card payment system) will be added to all fees.

Thank you for considering this request. With access to some of the best minds and practitioners in this field, and the direct relevance of this topic for our own school, **I am/we are** confident that the knowledge, connections and insights gained from the SPAN Symposium will be highly beneficial for our school community. **I am/We are** eager to share **my/our** learnings with you and our community upon the SPAN Symposium's conclusion.

[Add your standard sign off]