# Make the case to attend STC

Dear [insert name],

I would like to attend the [SUNY Technology Conference](https://stc.suny.edu/) (STC) scheduled for June [insert dates]. This is the premier event for SUNY technology professionals to come together, network, and discuss trends in academic computing, information security, audio-visual technology, unified communications, and networking. STC attracts professionals from the 64 SUNY campuses and representatives from more than 70 of SUNY’s corporate partners.

At STC, I can connect with colleagues contending with similar issues and governed by the same SUNY guidelines, contracts, and regulations. Members of SUNY Administration give insights on where SUNY is headed technically and administratively. The exhibit hall and conference events provide me with opportunities to build my working relationships with current and future vendors.

The conference is hosted by three SUNY communities of practice, the Computing Officers Association, the Educational Technology Officers Association, and the Telecommunications Officers Association. Attending the business and organizational meetings held during STC will give me a chance to be more involved with my own community of practice.

Full conference registration is [insert early bird rate] and includes all meals Tuesday - Thursday and access to the exhibit hall Tuesday and Wednesday. STC has secured rooms at the [per diem rate for Essex County](https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&fiscal_year=2024&state=NY&city=&zip=), New York. I expect to stay [three] nights.

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[Add this sentence if your campus is a member of the Center for Professional Development [find out here](https://cpd.suny.edu/campus-points-contacts/)]

Since [your campus] is a member of the Center for Professional Development, the registration fee can be paid for using CPD technical or general points.

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Past STC’s had sessions focusing on cyber security, IT governance, classroom technology advancement, hybrid teaching, “Big Data”, globalization, the cloud,   
and a myriad of other topics. Many sessions over the 3-day conference will provide me with practical skills and approaches I can apply immediately to my position.

Thank you for considering this timely and affordable professional development and networking opportunity.

Sincerely,

[Signature]