Dear SUPERVISOR,

With your permission, I would like to attend the Indiana Society of Association Executives (ISAE) Young Professional Summit on Friday, May 17 from 1 – 4:30 p.m.

This program will use design thinking as a framework for early-career association professionals like myself to work through common challenges with each other in a hands-on workshop, and develop an action plan to apply these strategies to my role here.

As an ISAE member, this event will cost $55 and count for 3.5 CE credit hours towards my overall professional development.

More information about the event can be found at the [ISAE website](https://www.isae.org/index.php?option=com_jevents&task=icalrepeat.detail&evid=38&Itemid=115&year=2019&month=05&day=17&title=young-professional-summit&uid=1b6b67bf0f6e8cd376f556cdc8f5ea5e), or please let me know if you have any questions.

Thank you,

NAME