



May 21-23, 2026  
Chicago, IL

We know that attending the 2026 Child Life Conference often requires support and approval from leadership. To help you make the case to attend, use the outline below to frame the conversation and demonstrate the value of attendance.

An effective request highlights the professional development, learning opportunities, and organizational benefits of attending the 2026 Child Life Conference. Personalize it based on your role, goals, and workplace priorities. We encourage you to adapt the language as needed so that it best reflects your voice and the impact this experience will have on your personal career and program.

We hope to see you in Chicago this May!

### Sample Message Outline

**Subject:** Request to Attend the 2026 Child Life Conference

Dear [Supervisor's Name],

I'm writing to request approval to attend the **2026 Child Life Conference**, hosted by the Association of Child Life Professionals (ACLP), taking place May 21–23 in Chicago, IL.

This conference is widely recognized as the premier professional development event for child life specialists, and I'm especially excited about this year's programming, especially the following sessions which directly relate to my role:

- 1.
- 2.
- 3.

The Child Life Conference is an opportunity to step away from day-to-day routines, learn alongside peers from across the country, and return with fresh ideas, renewed perspective, and practical tools that directly support our work with patients and families.



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In sessions I will earn Professional Development Units (PDUs) that support my ongoing certification and professional growth. *[If requesting the Lightning Pass, add: In addition to the in-person experience, access to recorded sessions and on-demand content will maximize the value of my registration.]*

Beyond formal learning, the conference creates space for meaningful connection and collaboration. Networking with other child life professionals and leaders in the field provides valuable insight into how programs across different institutions are evolving and responding to shared challenges. I plan to bring back key takeaways and share relevant insights with our team to help strengthen our program and enhance our practice.

I am seeking support for conference registration, travel, and lodging. A preliminary cost breakdown is outlined below:

**Estimated Costs**

- Airfare: [Insert personal estimated airfare costs]
- Ground Transportation: [Insert personal estimated ground transport costs]
- Hotel: [Insert estimated hotel costs]
- Conference Registration: [Insert conference registration rate with Lightning Pass included, if applicable]

**Estimated Total:** <\$xxxx>

I believe attending the 2026 Child Life Conference would be a meaningful investment in both my professional development and our department's continued growth. The knowledge gained, connections made, and resources shared will directly benefit our team and the patients and families we serve.

Thank you very much for considering this request. I would be happy to discuss this further or provide additional information as needed.

Sincerely,  
[Your Name]