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## Opus 100, the 2019 OMEA/CMIEC Conference!

Finding funding and justifying your absence from school can be a challenge! We've put together some resources to help you make your case to attend the most outstanding professional development event of the year.

### This toolkit includes:

- General Tips/Talking Points
- Sample justification letter to your administrator
- Soundscapes infographic



# Why go to Opus 100 in Toronto?

## General Tips

Here are a few things to consider when having to justify both the travel and conference expense:

- This year celebrates the 100<sup>th</sup> year of the OMEA as a subject association standing with Music Teachers across Ontario.
- You will be bringing back lots of new strategies to share with other teachers, students and parents.
- Offer to present and deliver an after-school Professional Development session to your colleagues in the school to share the information you learned.
- Share all the materials you receive from the conference with your colleagues in your school. (You always receive great handouts and resources from every session you attend)
- Sessions covering important and relevant topics to teachers of all levels.
- By attending the conference, you could speak with many reps from our industry (CMIEC members) that provide new, innovative musical instruments, materials, and equipment that you would be able to test out and introduce to your school and your colleagues.
- Have your lesson plans ready and show who will be covering your classes for you while you are attending the conference.
- Offer to share a room to reduce the hotel expenses by finding a roommate on the OMEA Facebook page.
- Make note of the Early Bird Registration deadlines (October 4<sup>th</sup>, 2019) to get the lowest rate to attend the conference.
- Your OMEA and CMEA membership is included in the conference rate, therefore continuing your professional learning all year long (great to include this in your ALP)

## Write to your Principal or Supervisor:

Below is a sample of a letter you can provide to your principal explaining the importance of your attendance at the conference and the benefits you receive by being there. Please feel free to edit the letter to better meet your needs.

Dear (Principal),

I am requesting your permission to attend the Ontario Music Educators' Association provincial conference in Toronto on November 7 - 9, 2019. This conference, celebrating 100 years of music education on Ontario, will provide me with numerous professional development opportunities through workshops and discussion with other music educators from around the province. Many of the sessions will help me expand my teaching techniques, offer new ideas and knowledge to better educate the students at our school, and to provide information on how to incorporate the curriculum into the lessons I teach.

I have included a detailed cost breakdown of the conference as well as a copy of the conference brochure for you to review. I have outlined the specific sessions I would like to attend, including a detailed explanation of what I will be learning within each session. I have also included a list of vendors I would like to visit during the conference to evaluate some of the products I would like to consider for the classroom.

I estimate the total cost of the conference will be (AMOUNT).

If I am approved to attend the conference, the benefits to the school are as follows:

- Time for networking with other seasoned educators from across the province.
- Ability to obtain fresh new ideas and techniques to share with the students and teachers at our school and in our area.
- The opportunity to evaluate vendor products before purchasing them.
- Increased understanding the curriculum and how they are incorporated into the classroom.

Thank you for taking the time out of your busy schedule to consider my request. I look forward to hearing from you and to represent our school at the OMEA Opus 100 conference in Toronto in November.

Sincerely,  
(Your Name)