



Deaf and Hard of Hearing in Government, Inc.

MEMORANDUM

TO:
FROM:
DATE:

SUBJECT: Request for Approval to Attend to Deaf in Government's National Training Conference – November 12–14, 2025

I am requesting approval to attend the Deaf in Government (DIG) Bi-annual National Training Conference (NTC) 2025, scheduled to take place from Wednesday to Friday, November 12–14, 2025, at the AC National Landing Hotel in Arlington, Virginia. This year's conference theme, "Building Bridges: Connecting Leadership and Teams for a Stronger Future," reflects DIG's commitment to fostering collaboration, innovation, and professional development across all levels of government. The event is specifically designed for Deaf, Late-Deafened, DeafBlind, and Hard-of-Hearing government employees seeking to enhance their leadership, knowledge, development, and professional skills.

DIG is widely recognized for delivering high-quality training led by top speakers and facilitators with broad expertise and insights from all across the U.S. government. The conference draws hundreds of government employees from across the country and around the world, including those serving at military bases and embassies.

Conference Highlights Include:

- Leadership, Management, and Communication Development
- Career Advancement Strategies
- Networking Opportunities
- Workshops on Workplace Dynamics, Team Building, Personal Growth, and more

Participation in this training will directly support my professional development and enhance my contributions to . The sessions are fully accessible and tailored to the needs of our community, making this a rare and valuable opportunity.

Estimated Costs:

- Registration Fee: \$ (if registered by)
- Transportation: \$
- Lodging: \$ per night for nights (plus tax), totaling approximately \$.
- Per Diem: \$

This training qualifies under 5 U.S.C. Chapter 41 as an official training activity. Additional details, including the agenda and registration information, are available at <https://2025ntc.deafingov.org/>.

Given the relevance, applicability, and cost-effectiveness of this opportunity, I respectfully request your approval to attend.

Attachments:

- Conference Agenda (if available)
- Registration Information

Sincerely,