**Justification to Attend: 5th Annual Code for America Summit**

Hosted by Code for America

September 30 - October 2, 2015

Oakland Marriott City Center – Oakland, CA

To: [Manager Name]

From: [Your Name]

Re: Approval to Attend the 2015 Code for America Summit

Dear [Manager Name],

I am requesting approval to attend the Code for America Summit, September 30 - October 2 in Oakland, CA for the discounted rate of $495.

The 2015 Code for America Summit provides [your agency] employees with an inspiring and cost-effective opportunity to further develop the leadership and technology skills that are central to the development of government leaders at [your agency]. Attending the Summit is an excellent opportunity to share, publicize and educate civic technology leaders on the capabilities and merits of [your city].

The Code for America Summit is the preeminent annual gathering of civic technology leaders — ranging from mayors to entrepreneurs, community organizers to Chief Technology Officers. The Summit gives [your city] an opportunity to generate and strengthen private and non-governmental partnerships, which further community engagement planning and development for [your agency].

I believe that this experience will be the highest value for dollar professional development experience I’ll have this year. What I learn, and the peer network I will cultivate, will enable me to be more effective as well as support me in my role in an ongoing manner.

**Details:**

* Date: September 30 - October 2, 2015
* Pricing and Registration Contact: [summit@codeforamerica.org](mailto:summit@codeforamerica.org)
* Billing/Invoicing Address: 155 9th St. San Francisco CA, 94103
* Tax ID/EIN: 27-1067272
* Cost: Government Staff Price (me) $595; Non-Government Price $1595

The Summit is filled with three days of keynote sessions, panel discussions, breakout sessions, and interactive problem-solving workgroups. The 2015 program includes:

1. **Peer-to-Peer Presentations:** Code for America’s eight city partners will accompany their respective fellows to discuss the achieved accomplishments.
2. **Transforming 21st Century Government:** Each day includes talks from industry leaders and those working to develop the tools for 21st century government. Highlighted speakers include:
   1. Mayor Libby Schaaf, City of Oakland
   2. Will Lightbourne, Director of the California Department of Social Services
   3. Dana Chisnell, CEO of Usability Works and Generalist Problem Solver, United States Digital Service
3. **Tech Fair:** An opportunity to explore cutting edge solutions that improve public service and citizen experience.
4. **Educational Breakouts and Training Workshops:** More than 40 sessions across 6 tracks provide attendees with learning opportunities across a variety of topic areas:
   1. Design for people's needs: Learn how to understand and prioritize the needs of citizens who rely on key public services.
   2. Make it easy for everyone to participate: Learn how other governments build inclusive government services for a true cross section of the community.
   3. Focus on what government can do: Learn how to prioritize work where government can have the most impact and adopting a platform approach that others can build on top of.
   4. Make data easy to find and use: Learn how to adopt open data policies that support transparency and help foster the broader civic technology ecosystem.
   5. Use data to make and improve decisions: Learn ways to embrace analytics, predictive modeling and data-informed performance management to improve efficiency.
   6. Choose the right technology for the job: Learn how other governments are reforming procurement policies to make it easier to buy better technology.
   7. Organize for results: Learn how to improve internal workflows, teaming structures, and new approaches to problem solving and service delivery.

I will submit a post-conference report for your review, and include possible action items with recommendations and/or improvements for our program.

More information regarding the Code for America Summit, including registration, costs, and session descriptions, may be viewed at [www.codeforamerica.org/summit](http://codeforamerica.org/summit/).

Best,

[Your Name]

[Your Title, Your Department]