

NJTESOL/NJBE, Inc.

AN AFFILIATE OF NJEA, TESOL AND NABE

New Jersey Teachers of English to Speakers of Other Languages/New Jersey Bilingual Educators, Incorporated

A professional organization for those concerned with the teaching of English as a Second Language and Bilingual Education

Dear _____,

I am writing to request approval to attend the 2026 NJTESOL/NJBE Spring Conference at the Hyatt Regency Hotel in New Brunswick, NJ on May 19, 20, and/or 21, 2026. This year's conference theme is *Unlock Your Potential: BE Multilingual*. This conference is an annual opportunity for professional development - bringing together hundreds of educators each day. This is a great opportunity for me to share and discover best practices and network with other K-12 ESL and bilingual educators, content educators, educators at the university level, district administrators, state representatives, researchers, and more.

As an attendee, I will:

- participate in a variety of workshops to learn best practices for supporting multilingual learners.
- leave with concrete ideas, tools, and resources to use in my role and bring back to share with colleagues in the district.
- network with colleagues in the field.
- obtain the latest information on state and national initiatives.
- visit and meet with the representatives at Sponsors & Exhibitors booths to find the latest and greatest teaching tools.
- receive 6 hours of professional development per day attended.

By registering now, I will receive a discounted registration rate for the three-day conference. Prices will increase after January 30, 2026.

The approximate total cost of my attendance will be:

Registration	
Mileage	
Parking (maximum \$25 per day)	

If you would like more information about the conference, you may find it on NJTESOL/NJBE website: <https://njtesol-njbe.org/spring-conference/>. You also might be interested in viewing the [2025 Spring Conference booklet](#) to get a better idea of the types of workshops offered and daily schedule.

Thank you in advance for your consideration.

Sincerely,