**Request to Attend an Out of State Event**

**Instructions:** Complete the below questions and submit this form along with any supporting documents to Lacey Pollock [Lacey.Pollock@illinois.gov](mailto:Lacey.Pollock@illinois.gov) for review and approval from the ICJIA legal department.

Type of Event:

**Conference**  **Other**

**Training Event Please Describe:**

|  |  |
| --- | --- |
| ***Part I.* Who is submitting this request?** | |
| **Grant Award Number:**  162202 | **Person Submitting Form:**  Courtney Reed |
| **Implementing Agency Name:**  Illinois Innocence Project | **Contact Number:**  (217) 414-9301 |

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| --- | --- | --- | --- |
| ***Part II.* Who will attend this event?** (*staff, MOU partners, local judges, other community stakeholders...include name, title, and organization of* ***all*** *participants*)  Reminder: There is normally a limit of 3 travelers. If you request additional travels approval is not guaranteed. | | | |
| **Name** | **Title** | **Organization** | **Active Member in your Local Council?** |
| Stephanie Kamel | Interim Director | Illinois Innocence Project |  |
| Lauren Kaeseberg | Legal Director | Illinois Innocence Project |  |
| Courtney Reed | Operations Director | Illinois Innocence Project |  |
| Maria de Arteaga | Staff Attorney | Illinois Innocence Project |  |
| Leanne Beyer | Staff Attorney | Illinois Innocence Project |  |
| Lynn Bagley | Staff Investigator | Illinois Innocence Project |  |
| Chrissy Ferree | Program Director | Illinois Innocence Project |  |
| Karen Meidel | Legal Assistant | Illinois Innocence Project |  |
| Kasey Thelen | Program Assistant | Illinois Innocence Project |  |

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| ***Part III.* What is the training event you are requesting to attend?** (*include a brochure or website link if available…identify training by name, dates, venue and sponsoring organization.*) | | | |
| **Title** | **Organization** | **Date(s)** | **Location (City, State)** |
| Innocence Network Conference | Innocence Network | April 7-9, 2022 | Phoenix, AZ |
| **Website Link:** [**https://attendesource.com/profile/web/index.cfm?PKwebID=0x85539abcd**](https://attendesource.com/profile/web/index.cfm?PKwebID=0x85539abcd) | | | |
| **Registration Deadline:** March 15, 2022 | | | |

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| ***Part IV.* What is the estimated cost for attending this event?** *(provide quantity and detailed explanation of expenses, (i.e per diem, registration fees, and # of participants) \*\*Note: Lodging Expenses must adhere to federal rates unless there is a special rate at the hotel for the event/conference.* | | | |
| **Travel Start Date:** | 4/7/2022 | **Travel End Date:** | 4/10/2022 |
|  | | | |
| **Type of Expense** | **Cost** | **Quantity** | **Total Cost** |
|  |  |  |  |
| Airfare | $400 | 9 | $3,600 |
| Rideshare | $40 (2 ways) | 9 | $360 |
| Lodging | $600 (3 nights) | 9 | $5,400 |
| Per Diem ($28/day) | $56 (2 days) | 9 | $504 |
| Registration | $460 | 9 | $4,140 |
| Other: |  |  |  |
|  |  |  |  |
|  |  | **Total Costs to Attend** | $14,004 |

***Part V.***

1. ***What is the purpose of the travel?***

Education, professional development and networking with innocence organization staff and exonerees/releasees from across the nation

1. ***Describe how this training event relates to the goals and objectives of your award and how your project and/or community will benefit from attending this training event.***

The National Conference brings together directly impacted people, advocates and others working to free the innocent, prevent wrongful conviction and provide post-release support. This annual conference promotes learning and growth through educational programming, relationship building, collective action and healing. Conference attendees representing the 68 member organizations around the world, exonerees and other stakeholders celebrate victories, strategize around challenges and recommit to fighting for a more just future.

1. ***What consequences, if any, will exist if your request is denied?***

Illinois Innocence Project staff will miss the opportunity to receive up-to-date training and education on current methodologies regarding post-conviction casework and organization management.

1. ***Please provide any additional information necessary to justify the exception.***