Dear [Approver’s Name],

**Introduction**

I would like to seek your approval to attend the second edition of the Design Education Summit, a one-day virtual event held on 4 February 2021, organised by the DesignSingapore Council in partnership with the SUTD-MIT International Design Centre, located in the Singapore University of Technology and Design.

The conference will provide me with the opportunity to get up to date on the best practices in design education. I will be able to meet and collaborate with other educators and industry professionals, such as principals, practitioners, teachers, researchers, policy makers and other stakeholders. I hope to be able to pick up creative ideas and expand my network, which I can tap on to benefit and empower our future generation.

**The Summit Programme**

Kim Saxe is a recognised leader in design thinking education and Founding Director of Innovation Labs at The Nueva School in California. She created the first design thinking program (pre-collegiate) at the school in 2007, and designed the Nueva Design Thinking Institute to equip teachers worldwide to teach it. Kim believes that it greatly enhances effectiveness and empathy, empowering people to identify underlying needs, confidently brainstorm solutions and work persistently and iteratively to develop solutions.

Pann Lim is the Co-Founder of creative agency Kinetic Singapore. He is addicted to design, advertising and communications, strongly believing that creating work without an idea is a sin. This belief has earned him over 450 industry awards locally and abroad, including Singapore’s highest design accolade, the President’s Design Award, in 2013 and 2015. Pann is passionate about nurturing fledglings and sharing his love for creativity.

The programme will also feature a diverse range of speakers who are involved in design and design education in various ways. There will be short presentations by  Madhu Verma, Founder and Director of Design for Change Singapore; Pihla Meskanen, CEO and Founder of Arkki International, Finland; Monica de Silva-Lim, Director of Rosebrook Developmental Centre, Singapore; Tang Soo Yin, Co-Director of Media, Arts & Design School, Singapore Polytechnic; and Hong Khai Seng, Founder of Studio Dojo, Singapore.

There will be workshops to dive deeper into some of the hot button issues of the day and draw reference from successful implementation models and case studies.

**Registration Details**

This Summit is suitable for all levels of school roles, be it classroom teachers, school leaders or education administrators. I hope to able to share what I have learned and make these insights into tangible outcomes for our institution. There is a special early bird price of S$105 after GST if I register by 1 November 2020. For more information on the Summit, you may visit [**www.designeducationsummit.designsingapore.org**](http://www.designeducationsummit.designsingapore.org).

Thank you for considering my request. I look forward to your favourable reply.

Best regards,

[Your Name]