Hi [Manager Name],

I am reaching out to request approval to attend the [conference name], which will be held on [date], at [venue].

This conference is a part of the global **Future of Work Event Series**, focusing on the key areas such as Human Resources, Employee Engagement and Experience, Workplace Transformation, People and Culture, Learning and Development and Talent Management. It offers an invaluable opportunity to explore the latest trends, innovative strategies, and practical solutions to the challenges of today’s dynamic workplace.

You can view the full list of conference **Speakers and Agenda** [here](link).

**Key Benefits of Attendance:**

1. **50+ Sessions and Dynamic Panels:** Access to a wide range of sessions covering emerging trends, led by 100+ industry experts. These discussions will provide actionable insights that can help us develop long-term strategies for our organisation.
2. **Showcase Area:** Exposure to cutting-edge tools and technologies that are transforming the modern workplace, with potential applications to enhance our operations.
3. **6+ Hours of Networking:** Opportunities to connect with professionals, fostering collaborations that could unlock new opportunities for our team.
4. **Presentation Decks:** Post-event access to presentation materials, ensuring that key takeaways can be shared and implemented across our team.

The estimated cost for attending the conference is [cost], including registration, transportation, lodging, and meals. This estimate is based on taking advantage of the early bird discount.

Attending this conference will equip me with practical knowledge that can be directly applied to improve our work. I will also prepare a detailed summary of key insights and recommendations to share with the team, ensuring that we can collectively benefit from the experience.

Thank you for considering this request. I am confident that the insights gained from this conference will significantly contribute to our department's goals and [organization name]'s overall success.

Thank you,

[Your Name]