

Dear

The SHRM Annual Conference & Exposition is the largest conference for HR professionals. For education, networking and professional development, this event simply has no equal. I believe my participation is critical to bring new ideas and approaches to our organization and further my professional development. I would like to request approval to attend.

The event is **June 28–July 1 in San Diego**. I'll be amongst thousands of industry professionals to hear HR experts and innovators talk about employment law and legislation, strategic management, leadership development and global HR. I'll also learn practical skills pertaining to compensation and benefits, talent management and inclusion and diversity. The exposition hall offers opportunities for networking with businesses that could have a positive impact on our organization. By meeting with industry partners, I can find solutions to everyday issues as well as strengthen existing relationships. A full schedule of events can be found at **[annual.shrm.org/2020-conference-glance](http://annual.shrm.org/2020-conference-glance)**.

I plan to attend the following sessions to strengthen my professional development:

Following are the Exhibitors that I plan to speak with that I think can help our organization:

Below are the costs associated with attending the SHRM Annual Conference & Exposition:

Airfare: . . . . . \$  
Hotel: . . . . . \$  
Registration Fee: . . . . . \$  
Miscellaneous (meals/taxi): . . . \$

This investment will pay off in more efficient practices, proven solutions, new insights and ideas. In addition, I can provide a report of my key takeaways and recommended actions to our team.

I appreciate your approval. I will work to make sure we get the full value of this event.

Sincerely,