We know that attending a conference is an investment of your time and money. To make it easy, here’s some language you can customize to help in the approval process:

Dear [supervisor’s name],

I am writing to request approval to attend the #shifthappens conference in Washington, DC on October 11-1210-11, 2023. #shifthappens is focused on real-world applications of what Digital Workplace Success looks like. The conference itself brings together industry leaders, change agents and innovators as they share actionable strategies around how to maximize our digital workplace investments. #shifthappens features 2 full days packed with content around proven strategies to accelerate digital workplace success.

By attending #shifthappens, I will:

* Learn from other companies who have faced our digital workplace challenges and understand steps they took to overcome them
* Network with leading practitioners to learn how they’ve successfully embraced digital transformation at their companies
* Learn best practices for overcoming potential roadblocks and implementing a sustainable digital workplace

Here’s is an approximate breakdown of costs associated with attending #shifthappens 2023:

* Hotel for 2 nights: $350
* Flight: $300
* Registration: Complimentary

I believe that my attendance at #shifthappens will allow us to maximize our existing investments. By attending #shifthappens, I’ll develop actionable business strategies and solutions to help our company take the next steps to implement our digital workplace initiatives.

Thank you for considering this request,

[Your Name]