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Dear **<Insert Manager’s Name>,**

I would like your approval to attend the inaugural Talent Development Think Tank this fall. It is taking place November 6-7th, 2019 in Santa Rosa, CA.

The biggest difference between the Talent Development Think Tank and other learning/talent events is that the Think Tank is filled with *interactive* sessions focusing on some of the most important issues facing anyone who is tasked with carrying out a talent & learning strategy. Most conferences in our space have many good speakers, but the audience members don’t have much opportunity to contribute to the conversation. I think the opportunity for peer learning and networking will provide a significant ROI in terms of improving the projects we are launching in 2020 and beyond.

Here are a few other reasons I really want to attend:

1. They have some fantastic keynote speakers in addition to the interactive sessions – Liz Wiseman, Josh Bersin, Julie Winkle-Giulioni & Michael Bungay Stanier.
2. There are learning & talent leaders attending from a variety of companies with robust learning strategies in place (GE, Chevron, PepsiCo, Ford, Nielsen, Mercedes Benz, and many others).
3. It will be a more intimate event than most conferences, with about 100 learning & talent leaders attending rather than thousands of (mostly early career) HR professionals, vendors and consultants
4. Ongoing community – the organizers of the Talent Development Think Tank also have a community of people in roles like mine and multiple opportunities for us to stay connected, learn, network, and benchmark with each other.
5. The Learning Tech Café – they are showcasing some really cool technology, including VR, artificial intelligence, and some next-level digital learning tools.

I’ve broken down the approximate cost of my attendance:

Airfare: $xxx

Hotel: $xxx

Conference: $1,697

**Total: $xxx**

Upon my return from the Talent Development Think Tank, I will share key takeaways, including those that we can implement immediately to maximize our 2020 strategies and impact the results for which we are held responsible to deliver. I know we’ll quickly recoup the investment you’ll be making by approving this request.

Thank you for your consideration of this request. The Think Tank organizers have negotiated a discounted rate at the hotel where it is taking place while rooms last, and ticket prices for the event go up at the end of September. Therefore, I appreciate your immediate attention to my request.

Regards,