

# Conference permission template



There are so many benefits to attending IC and EX events such as Interact's popular Communicate series. If you're unsure how to ask your line manager for permission to attend, try this free template and make it easy for them to say yes.

Simply copy and paste the text below into a blank email and populate it with the relevant names, dates, and details:

## **Subject: Request to Attend [Event Name] for Professional Development**

Dear [Boss's Name],

I hope you're well. I'd like to request your approval to attend the [Event Name] on [Event Date/Year]. This event is a leading forum on internal communications and employee experience, with a strong focus on actionable strategies that align with our goals at [Your Company].

## **Why This Event?**

- Industry leaders like [Notable Executives/Companies] attend regularly, demonstrating the event's value.
- Sessions cover critical topics such as [Relevant Topics], offering new tools and insights for our ongoing projects.
- It's a unique opportunity to network with competitors and peer organizations, potentially gaining partnerships or insights.

## **Career and Company Benefits**

- Learning new strategies that can help improve internal comms and employee engagement within our organization.
- Hands-on demos and workshops showcasing tools that can streamline our processes.
- Gaining exposure to cutting-edge trends and technologies from industry-leading vendors.

## Cost Breakdown

- Registration: [Cost]
- Travel: [Cost]
- Accommodation: [Cost]

The total estimated cost is [Amount], which I believe is a reasonable investment given the potential ROI in terms of knowledge, tools, and networking opportunities.

I'd be happy to discuss this further and explore how attending can support both my development and our team's goals.

Thank you for considering my request.

Best regards,

[Your Name]

Now that you're all set to get permission to participate, why not check out Interact's [upcoming events](#)?



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