

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 runs from **June 23-26 in Las Vegas**. I'll be amongst the thousands of industry professionals to hear HR experts and innovators talk about employment law and legislation, strategic management, leadership development and global HR, and I'll learn about practical tools pertaining to compensation and benefits, talent management and diversity. The exposition hall offers opportunities for networking and business 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 <http://annual.shrm.org/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:

Here are the costs associated 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,