Dear [Supervisor’s Name]

I’m writing to ask for your approval to attend the [PMI Global Conference 201](http://www.pmi.org/global-conference/register)8, which runs from **6-8 October** in Los Angeles, California.

**Why I’d like to attend**

It’s the job of project, portfolio and program management professionals to adapt and lead change. But with disruption the new norm, we need to continually update our skills to stay effective.

The theme of this year’s PMI Global Conference, ‘ Champions of Change’, reflects that need. Over the course of three days, I’ll gather new ideas and approaches and form new networks that will help me to do my job better. Which will mean I can help our organization to perform better, too.

**What I’ll gain**

I’ll hear from forward-thinking keynote speakers and experts, take part in educational sessions and learn what’s new in the world of project management. I’ll practice new skills in the dynamic exhibit hall, as well as find out about – and try out – new product solutions and services. And with over 4,000 attendees from all over the world, I’ll talk to and learn from like-minded professionals, including ones from within our own industry.

The event will give me specific technical, leadership and skills I’ll be able to apply as soon as I get back to work. And as PMI certification holder of [insert the PMI certification(s) you hold] I’ll also be able to earn professional development units (PDUS) to maintain my certification(s).

**How I’ll share what I’ve learnt**

When I get back, I’ll submit a post-event report with an executive summary, major takeaways and a set of recommendations. I’ll also host a lunch-and-learn session where I share relevant information with key people throughout our organization.

**What it’ll cost**

The total cost of attending PMI Global Conference [and SeminarsWorld] will be:

This breaks down into:

[Hotel](http://www.pmi.org/global-conference/hotels):

[Registration Fee](https://www.pmi.org/global-conference/registration-options):

Miscellaneous (round trip transportation/meals/taxi):

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

Thanks in advance

[INSERT NAME HERE]