

Need help obtaining approval to attend the Dynamic Risk Partners' Conference? The content below may help you. Customize it as you require to share with management to show them the value you will receive.

I would like to attend the 2019 Dynamic Risk Partners' Conference in Calgary on Thursday, November 7.

The agenda will focus on subjects that are very relevant to my job challenges right now. The conference features many guest speakers including representatives from peer organizations. I will also learn about Dynamic Risk corporate, product, and services updates.

Networking with potential prospects and existing clients will be key to the success of attending. I plan to meet with >insert contact names< at the conference.

I will share a debrief with you and my team within 3 business days of the event. It will include:

- Conference focus/topics
- Key contacts that I engaged with
- Sessions attended
- Learnings that can be leveraged to improve our integrity and risk management programs

There is no cost to attend the conference beyond my out of office time, and travel and accommodation (if applicable). I estimate the total cost for my attendance at the conference to be >fill in the blank<.

Here is my *estimated* breakdown of conference costs:

Airfare:

Transportation:

Hotel:

Meals:

Total:

If approved, my expenses will be submitted no later than 2 weeks after my return from the conference.

I am confident you will see this as a worthwhile investment. It is an opportunity for me to network with industry vendors, meet with speakers, peer organizations, attend valuable educational sessions and gain specific industry knowledge

Sincerely,

Date: