Dear <Insert your Supervisor’s Name>,

I would like approval to attend the **2023 Inclusion Summit** taking place in Alexandria, VA from September 6-7, 2023. The theme of HRO Today’s 11th Annual Inclusion Summit is “Impact Over Intent.” Case study presentations will share success factors common across DEI initiatives that yielded the most significant, scalable, quantifiable, and sustained impact. The summit also features an awards luncheon to celebrate inspiring DEI programs and practitioners that have made meaningful contributions to their organizations and the overall practice of D&I. By attending this program, I will receive 1 SHRM and 1 HRCI credit per hour of educational content. I will receive approximately 11 recertification credits.

HRO Today educational events are not trade shows with huge exhibit floors and after parties. The **2023 Inclusion Summit** will have 90-120 HR and DE&I professionals trying to find solutions to existing business issues. The smaller size promotes discussion and learning between attendees and solution providers.   
  
Past Attendees include C-level, Vice Presidents, Directors, and Managers of:

* Inclusion, Diversity, Equity, Belonging
* Human Resources/HR
* Culture
* Employee Engagement & Retention
* Equal Employment Opportunity/EEO
* Organizational Development
* Talent Management
* Recruiting/Talent Acquisition

The [2023 agenda](https://www.nxtbook.com/sharedxpertise/sharedxpertise/inclusion-summit-2023-brochure/index.php?startid=1) has presentations on the following subjects:

* Measuring the ROI of D&I
* The intersections of D&I and ESG
* Leveraging DEI data & analytics
* Sustaining stakeholder engagement in D&I Initiatives
* Developing inclusive leaders
* Innovative D&I training
* Creating a culture of inclusion and belonging
* Launching and revamping ERG’s
* Attracting diverse talent

I plan to attend all sessions but think the sessions focused on <XXX> directly relate to the current challenges our organization is facing. I am seeking approval for the registration and travel expenditures.

If I register now, I’ll receive a discounted rate. Here is a complete breakdown of the costs:

Conference Pass: $<XXX>

Airfare: $<XXX>

Hotel: $<XXX>/night @ <XXX> nights

Transportation: $<XXX>

Meals: $<XXX> (my pass includes 2 breakfasts, 2 lunches as well as refreshments throughout each day)

Total Cost: $<XXX>

Complete information about the **2023 Inclusion Summit** is available [online](https://www.hrotoday.com/events/inclusion-summit-2/). Please consider my request as I believe the event is a good investment for our organization.

Sincerely,

<Insert your name>