



Subject: Why my leadership should approve my attendance at WITHOrg Summit

Dear [decision maker name],

I'm writing to request your approval for me to attend WITHOrg 2018 Summit Leadership Development (WITHOrg), June 24-25, 2018 in Toronto, ON.

Gender Diverse companies earn up to 36% higher profitability. I would like to be inspired and improve my leadership professional skills. I would like our company to be seen as a leader on the gender equality movement to know how to A) create gender equality B) support opportunities for advancement of women and C) create zero harassment.

WITHOrg is an organization that looks to empower women and close the gender leadership gap imperative for companies and men and women that want to perform at the highest level. That's where WITHOrg.com comes in. The Summit helps women connect with peers and organizations, access resources for professional or personal growth, and results in moving the needle faster on gender bias pay equality.

This program link shows the calibre of speaker and workshops and the peer to peer business networking and companies I will be able to interact or do business with.

With your approval to attend, I will be able to:

Learn about Transformational Growth and Disruptive Change: What Drives Leaders Behaviour? As today's leaders know only too well, driving success in a disruptive world requires a different set of skills and mindset than in the past. This panel of respected global leaders will walk attendees through a checklist of what those skills are while discussing what companies can do to ignite change on issues such as gender parity, sexual harassment and pay equity which we can apply to our business. You will also be seen as a leader in this important movement.

Creative Competitiveness: World-renowned design thinkers share why creative competitiveness is an essential response to the threat of disruption and how to build your brand.

Time's Up: How to Create Accountability for Gender Equality in Global Workplaces and How to increase the Number of Women in Senior Roles. What role do men play in empowering women?

The approximate costs for my attendance:

Flight	\$XXX
Transportation (round trip from airport to hotel)	\$XXX

<http://www.withorg.com/>



Meals (2 days at \$XXX per night)	\$XXX
All Access/Main Conference Pass	\$XXX
Or	
Platinum VIP Delegate Pass _____	
Total Cost to attend:	\$XXXX

I will submit a summary of my learning opportunities when I return, and circular an action plan of recommendations for consideration and discussion. I will also provide a review of the event to inform your decision on any future attendance by colleagues.

Thank you for your consideration. Please don't hesitate to call me if you would like to discuss or need additional clarification. I look forward to your reply.

Kind regards,

[requester name]