Dear **(Name),**

I would like to request approval to attend **The Talent Agenda Series Conference, on XXX 2019, in XXX.**

After looking at the conference information, I think this HR conference is very relevant to my needs and the needs of our organization and that the return investment would be beneficial as this event aligns closely with our current priorities.

I’ve reviewed the current and past speaker lists, and these are just a few of the companies that have been represented: CIPM, IPM, IHRM, GE Africa, Google, Safal Group, Hogan Lovells, TMF Group, Lafarge, Nielsen, Willis Towers Watson, African Business Magazine, ABB Limited and Discovery Group.

The conference is fantastic value, over the 2 days I’ll have access to:

* 4 insightful panel discussions ending in a Q&A
* Presentations from industry leaders
* 4 interactive workshops covering the latest trends
* Networking opportunities with peers, speakers and industry leaders.

I am seeking approval for the registration fee. The conference price is $1,095, however;

**A:** I have been offered the Early Bird discounted rate of $550, this rate will expire on 2 months before the conference.

**B:** The individual early bird price can be significantly reduced by registering multiple people. If you are looking to book more than one pass then the following discounted rates will apply:

* 2 passes: $450 (or local currency equivalent) each
* 3 passes: $400 (or local currency equivalent) each
* 4 passes: $350 (or local currency equivalent) each
* 5 passes: $300 (or local currency equivalent) each

Current Conference Fee: $550

Here is a complete breakdown of the costs outside the conference

* Transportation: $ [xxx]
* Hotel: $ [xxx]
* Meals: $ [xx] (Breakfast, lunch, drinks and snacks are included in the conference fee)

TOTAL: $ [xxxx]

Thank you for taking this into consideration.

Best wishes,