Dear **<Insert Name>,**

I would like your approval to attend [**APQC’s 2022 Conference**](https://www.apqc.org/events/2022/apqc-conference) taking place May 11-12 in Houston, TX. APQC is the world's foremost authority in benchmarking, best practices, process and performance improvement, and knowledge management.

Their 2022 Conference is bringing together the best and the brightest minds in process and performance management and knowledge management. It will incorporate breakout sessions focused on data-driven decisions, documentation and mapping, facilitation and collaboration, people and change, programs and approaches, and resiliency and recalibration.

Breakout sessions and keynote speakers will be citing specific examples of success and lessons learned which are directly applicable to my work and will help me to address issues we are facing now and better prepare for the future. I have reviewed the agenda and feel that we would receive a return on the investment as the event aligns directly to the priorities of our department: **[insert priorities here]**

Past APQC conferences have had close to 400 participants and speakers from 38 different industries varying in process and knowledge experience from 1-10+ years. I will have the opportunity to make meaningful connections and network with my peers to exchange ideas, best practices, and lessons learned.

During the conference week, APQC will also host learning lab workshops (May 9, 10 and 13), based on real-life scenarios immersing attendees in simulations to develop skills and competencies through the application of core process and knowledge management best practices. Unexpected challenges and changes will be introduced throughout the sessions to simulate what we see in our own organizations. These workshops will offer me hands-on help applying their extensive research and best practices to the work I do each day. **[remove this paragraph if you don’t plan to attend workshops]**

[Health and safety](https://pages.apqc.org/rs/159-OVJ-322/images/APQCWell-BeingFAQ.pdf) of the conference community is a priority. APQC is managing protocols, following government guidelines, and working with the hotel partner to focus on a comprehensive on-site care plan at the time of the event to provide a safe and healthy environment.

I can arrange for others to cover my responsibilities during the days I am attending the conference and workshops. Additionally, if we decide to send a team of 4+ people to the event, we can save on conference registration by taking advantage of group rates (savings starting at $200 per person).

Here is an estimate of costs for me to attend the conference:

Airfare: $\_\_\_\_\_\_\_\_

Transportation: $\_\_\_\_\_\_\_\_

Hotel: $\_\_\_\_\_\_\_\_

Meals: $\_\_\_\_\_\_\_\_ (breakfast, lunch, and networking opportunities included)

Conference Fee: $\_\_\_\_\_\_\_\_

**TOTAL: $\_\_\_\_\_\_\_\_**

Please accept this proposal to attend as I’m confident in the significant return we will receive for the investment.

Thank you for your consideration!

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