Dear

SHRM INCLUSION is the premier conference for HR professionals who are passionate about creating more inclusive and diverse workplaces where employees are engaged and feel they belong. For education and networking, this event simply has no equal. I believe my participation is critical to bringing new ideas and approaches to our organization and further my professional development. I would like to request approval to attend.

The event is **Oct. 26-29 in Louisville, KY**. I’ll be joining thousands of industry professionals to hear HR experts, practitioners and innovators host sessions on:

* Inclusive Hiring & Talent Development
* Employee Well-Being and Mental Health
* Accessibility and Universal Design
* Untapped Talent Pools
* Inclusive Leadership
* Conscious Inclusion & Bias Reduction
* Equity & Belonging
* Inclusion & Diversity Strategy.

I’ll be able to join in discussions on the areas our workplace is focusing on with others who share our same goals and can learn from their successes and failures. Attending sessions will provide me with new strategies, tactics and insights into what is happening in the HR industry so we can stay ahead of the curve.

Additionally, the INCLUSION Marketplace offers the opportunity to network with businesses that could have a positive impact on our organization as I explore their booths and demos. By meeting with industry partners, I can find solutions to everyday issues as well as strengthen existing relationships.

I plan to attend the following sessions to strengthen my professional development:

Following are the Exhibitors that I plan to speak with that I think can help our organization.

Here are the costs associated with attending INCLUSION 2025:

|  |  |
| --- | --- |
| Airfare: |  |
| Hotel: |  |
| Registration Fee: |  |
| Miscellaneous (meals/taxi): |  |

This investment will pay off in more efficient practices, proven solutions, new insights and ideas. In addition, I can provide a report of my key takeaways and recommended actions to our team.

I appreciate your approval. I will work to make sure we get the full value of this event.

Sincerely,