Dear [Name],

I would like to request your approval for me to attend the [2023 US Avature Conference](https://www.avature.net/AvatureUpfrontUS2023), which will take place at the [Four Seasons Washington, DC](https://www.fourseasons.com/washington/) on October 16-19.

The conference takes place every year and provides unique value for our organization's talent initiatives. This year’s edition will bring together 250+ leaders in talent acquisition, talent management and HR from different industries around the globe. Over three and a half days, there will be presentations about different HR strategies and countless networking opportunities. In addition, the multiple sessions will cover innovative ways in which Avature can support our organization’s goals, with the chance to meet Avature specialists and their CEO, Dimitri Boylan, firsthand.

With over 30 sessions in total, the event consists of educational presentations divided into three tracks – Strategic HR in Action, Power User Academy and Technical Track –plus interactive sessions, a pre-conference workshop and even an Avature Specialist Masterclass. As for the Strategic HR in Action Track, the sessions will provide participants with details about the talent acquisition and talent management initiatives implemented by top global organizations and thought leaders. During the Power User Academy, attendees will learn best practices and receive hands-on, step-by-step training to make the most of Avature’s functionalities. Lastly, the Technical Track will feature Avature experts providing HRIS professionals with highly technical insights about the core aspects of the platform.

But the conference goes beyond use cases and technical considerations, as networking is also an essential part of it. It’s an event where the HR community gathers to discuss today’s common challenges and develop ideas on how to overcome them. Attendees include from SVPs, to sourcing and recruiting representatives from top organizations. Coming together with professionals from different roles and industries, and hearing what their organizations are doing—or not doing— provides invaluable insights that I’ll be happy to share with the rest of the team afterward.

The approximate investment for my attendance is as follows:

*[Fill in or select based on your specific circumstances]*

* Transportation: USD [Enter Amount]
* Accommodation:
	+ *Option 1: USD 350 per night (before taxes and fees) at the Four Seasons Hotel Washington, DC. This is a special conference rate for a limited number of rooms available for bookings until September 15th. I estimate total hotel fees to be 1050 USD (three nights) before taxes and fees.*
	+ *Option 2: USD 209 per night (before taxes and fees) at the Melrose Georgetown Hotel. This is a special conference rate for a limited number of rooms available for bookings until September 15th. I estimate total hotel fees to be USD 627 (three nights) before taxes and fees.*
* Conference Fee: USD 999 provided I register before June 30th, after which the early bird rate will expire and the cost per person will increase to USD 1299. If we decide to send additional attendees, group discounts will apply (10% for parties of 3 or more, and 20% for groups of 6 or more.)

Given the strategic and technical value we’d get from the conference, I believe attending the event is a worthwhile investment. Please consider and approve this proposal, as I’m confident in the significant ROI our overall team will receive from my participation.

For more information on the event, please visit the conference [website](https://www.avature.net/AvatureUpfrontUS2023).

Thank you for your consideration.

[Your Name]