**Professional Development Request to Attend S.H.E. Summit 2018**

TO: [INSERT SUPERVISOR NAME]

FROM: [INSERT YOUR NAME]

DATE: [INSERT DATE]

SUBJECT: Approval Request for Attendance to S.H.E. Summit 2018

I am writing to request your sponsorship to send me to S.H.E. Summit on Oct 18-19, 2018, the renowned global leadership conference that takes place once a year to celebrate and accelerate the global advancement of women and gender equality. For 6 years, the summit has been connecting, educating and activating private and public sector professionals to RISE as leaders and change agents to create a more equal workplace and world.

In today’s climate where society increasingly looks to corporate America and big brands to have clear goals and commitments to gender parity and diversity -- and **truly “walk its talk”** -- this year's summit (Oct 18-19th at 92nd Street Y) promises to be a significant place for both women and men of leading companies to convene, collaborate, learn from each other and S.H.E. Summit’s award winning leadership content featuring up to 60 speakers and educators. Topics that I am particularly interested in learning from are:

* This is How We Rise: Reach Your Highest Potential, Empower Women & Lead Change
* A Corporate Case Study: What It Takes to Build a Successful Gender Equality Strategy that Impacts People, Profit and Planet
* Courageous Conversations: How We Find Unity in Diversity
* Innovating How We Include and Engage Men to 2030

Other leaders and managers attending or speaking represent Audi, JP Morgan Chase, Prudential, Bank of America, Morgan Stanley, Bristol Meyers Squibb, Shire, Deloitte, Accenture, Coach, Adidas, David Yurman, SAP, Pivotal, Viacom, News Corp, Condenast, Hearst, Bacardi, Anheuser-Busch InBev, Reed Smith, State Street Advisors, & Blackstone.

I feel extremely passionate about attending either by myself or as a part of a [COMPANY NAME] delegation of employees. The cost of registration is $597 through March 1st and includes all educational sessions, access to exhibitors, evening activities and receptions, and all networking opportunities over the course of two days. The following is an estimate of additional conference costs:

Cost of conference ticket: $597

Airfare or Mileage: [INSERT DOLLAR AMOUNT]

Ground Transportation and Parking: [INSERT DOLLAR AMOUNT]

Hotel: [INSERT DOLLAR AMOUNT]

Total Cost to Attend: [INSERT DOLLAR AMOUNT]

Given the Q4 timing of S.H.E. Summit, if our corporate leadership is committed to improving its 2019 internal and external strategy on gender and diversity--I ask that you consider sending KEY female and male leaders and managers who directly impact:

* Talent and workplace culture **(heads of HR, diversity, affinity groups and senior leaders with passion for this subject matter)**
* Our customers and marketplace **(marketing, sales and business development, corporate communications, product development)**
* Supplier and industry diversity **(procurement, suppliers, industry partners etc).**

[Click here](http://shesummit.com/register-for-she-summit-2017/) for group tickets and delegation pricing, by sending 10 or more employees we can get our company logo listed as a S.H.E. Delegation.

I want to rise to my highest leadership at [COMPANY NAME] and this event will not only provide me personal and professional development, but also the opportunity to network with other professionals that can translate to new partners and collaborations. Upon my return, I would be happy to assemble a complete conference report of my learning and how we can apply these findings into our company and culture.

Thank you for considering this,

[YOUR NAME]