Hello [Manager Name],

I would like to attend the [Miami Devcon](http://www.miamidevcon.com/) April 16-17, in Miami , Florida. Miami Devcon is the first event of its kind for emerging tech and the intersection with social impact. I will learn what’s going on in the future of work and emerging tech and how today’s trends can be incorporated into our practices to advance not only my professional development, but the bottom line of [insert organization name]. I’ll also find out what people are doing now and discover how they are tackling challenges similar to the ones our organization faces.

This is *the* event for emerging technologies companies and companies looking to increase their social impact in the world.

Additionally, networking is an enormous part of this event; the community aspect is huge! Coming together with talent development professionals and hearing what colleagues are doing—or not doing, for that matter—provides invaluable learning opportunities.

**Top 5 Benefits of Attending:**

1. **Find real solutions to our top challenges.** Miami Devcon has more than 100 speakers focused on 5 content tracks. I will learn what’s going on in emerging technology & social impact, find out what strategies my peers are implementing, and discover how they are tackling issues similar to the ones we are facing. In short, I’ll learn new strategies and solutions to solve some of our biggest challenges.

2. **Meet and learn from trendsetters.** Miami Devcon speakers, attendees, and exhibitors are at the forefront of the industry; they are the game changers. This is a great opportunity to find out how they stay ahead of the curve. We can apply those practices to [insert your organization name].

3. **Networking.** I’ll make new connections with peers and find out how they are managing common challenges. Additionally, I will meet potential partners, change makers, and new employees who could help us with [insert current issue you are dealing with].

Based on the website, they key figures I am targeting to network with are: [insert speakers from Miami Devcon website you would like to connect with and short bio/title]

4. **Stay relevant.** To stay relevant in our profession, we have to know the latest trends and how to implement them in our organization. With several sessions focused on innovation in each track, trailblazing speakers, a pitch competition and an EXPO, there is no better place to take the pulse of the future of tech and impact than Miami Devcon.

5. **Inspire our team.** I’ll take what I learn from Miami Devcon and share it with the team. I’ll have the tools and know-how to implement the latest strategies. It’s not just about my personal development. By successfully using what I learn at Miami Devcon, I’ll help us improve [insert organization’s name]’s bottom line!

I’ve attached an outline of the sessions I plan to attend and the exhibitors I plan to visit. [attach session and exhibitor worksheet]

My projected costs for attending Miami Devcon are [insert cost from worksheet]. This includes registration, transportation, lodging, events, and meals. This estimate assumes that I register by April 1st, 2020, to receive the safety protocol package.

The cost to attend the conference will be the registration fee, travel expenses, and hotel. I can put $100 towards attendance, thus the final cost for the conference ends up being $986. The cost breakdown is listed below:

Conference Fee: $245~

Airfare: ~ [insert approximate airfare]

Travel to and from Miami Airport: [insert approximate travel to hotel]

Transportation to and from Hotel via shuttle: [insert approximate shuttle]

Hotel: [insert approximate hotel cost]

In light of the COVID 19, Miami Devcon also has an option to attend virtually, which is a great opportunity to participate as an alternative to travel. The live stream would allow me to join whichever keynotes, workshops or panels I want and even ask questions from the speakers and continue to engage in awesome breakout rooms and take part in a gamified virtual platform.

Miami Devcon is integral to my professional development. Rather than having to attend multiple events throughout the year, this one will cover the entire industry. I will bring back new ideas, best practices, and solutions that we can implement right away. Additionally, I will develop an overview of what I’ve learned and actionable takeaways for the team so that we can work together to move the department and [insert organization name] forward.

I hope you will consider my request and grant me approval to attend.

Thank you for your consideration.

Sincerely,

[Your Name]