Dear **<Insert Name>,**

I would like your approval to attend [**APQC’s Annual Process and Performance Management (PPM) Conference**](https://www.apqc.org/2019-process-performance-management-conference) taking place October 3-4, 2019 in Houston, TX. APQC is the world’s foremost authority in benchmarks and best practices in process and performance management.

Their PPM Conference brings together the best and the brightest minds in process and performance management. It will incorporate breakout sessions focused on managing change and engagement, analyzing and managing performance, aligning to the business, and managing and improving processes. APQC also has a track dedicated to education leaders which compliments their North Star membership initiative.

Throughout the 25 breakout sessions, 2+ keynotes, and 2 Accelerated Knowledge Sessions, 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 dealing with currently. I have reviewed the agenda and feel that the return on the investment would be a benefit to our organization as the event aligns directly to the priorities of our department: **[insert priorities here]**

Past PPM conferences have had 200+ participants and speakers from 22 countries and 38 different industries varying in process experience from 1-10+ years. I will have the opportunity to make meaningful connections and network with my peers from around the world in order to exchange ideas, best practices and lessons learned.

Prior to the conference, APQC will also host workshops (September 30-October 2) covering the latest in business process management and related concepts to help grow my capabilities. 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]**

I can arrange for others to cover my responsibilities during the days I am attending the conference. Additionally, if we decide to send a team to the event, we can save on conference registration by taking advantage of group rates (savings starting at $100 per person).

I am seeking approval for the registration fee and travel expenditures. They offer a $200 government discount for education professionals, which brings the conference pass to $1195 for APQC members and $1395 for non-members and, it can be reduced by an additional $200 by registering with payment by the August 23 early bird deadline.

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

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

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

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

Meals: $\_\_\_\_\_\_\_\_ (breakfast, lunch, and networking receptions 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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