To <Approving Manager>:

I would like to request your approval to attend the **2023 Momentus Innovation Summit** and to provide supporting justification for this request.

The summit theme is around technology and innovation, and it is the most relevant event for <your industry> professionals. The summit will feature topics around *<keep most relevant ones>* sustainability, diversity, equality and inclusion, risk management, automation through presentations and collaboration and educational sessions that are very relevant to my job challenges right now. The sessions will provide me with valuable insights and knowledge that I can bring back to our organisation.

**Some of the benefits of attending:**

* **Collaborate** directly with industry and like-minded peers
* **Learn** from the experts – hear from leading venues and events innovators to discuss the latest trends and share best practices to drive technology innovation
* **Hear** from representatives from within our industry that will educate and inspire me
* **Network** with others from within the venues and events industry
* **Discover** new ideas and leave armed and ready to deploy them *immediately*

The summit fee is $1,860, but can be reduced to $1,680 by registering before of the end of early bird which is Friday 31 March, 2023. This rate also includes 2 nights’ accommodation at the summit venue JW Marriott Resort, Gold Coast.

Here is the breakdown of the summit costs:

**Airfare:** $xxx (Airfares are low right now so we need to book and lock in our airfares)

**Transportation:** $xxx

**Hotel:** $0 (2 nights included with registration)

**Meals:** $0 (Breakfast, morning tea, lunch, afternoon tea, Sunday night welcome cocktail evening and Monday night Gala dinner are included in the summit fee)

**Conference Fee:** $1,680 early bird pricing (group discount rate for 4+ registrants is $1,610)

**TOTAL COST: $xxx**

Thank you in advance for your consideration of the value of attending the 2023 Momentus Innovation Summit. This is not a year I want to miss given the topics listed in the agenda.

I am confident you will see this as a worthwhile investment. It is an opportunity for me to network with industry professionals, meet the speakers, attend valuable educational sessions and gain specific industry knowledge. My attendance at this summit is a wise investment and will pay off for years to come.

Sincerely,

<Insert Name>

<Insert Title>