**Use this as a template to Convince Your Boss! Make sure to update any highlighted areas.**

Dear <<Decision Maker Name>>,

I would like to request approval to attend ***SOAHR 2022:* SHRM-Atlanta’s HR conference, July 26-27, 2022.**

The Conference offers comprehensive educational sessions from experienced industry practitioners and is widely regarded as the must-attend professional development conference of the year for anyone involved in HR within greater Atlanta or the Southeast.

I believe my participation is critical to bring new ideas and approaches to our organization as well as further develop my skills and build my knowledge around the latest developments in HR.

If I attend, I’ll receive:

* **40+ Professional Development Opportunities**: SOAHR offers comprehensive, cutting-edge educational content addressing topics. These sessions will give me the opportunity to earn up to 11 recertification credits.

**Specific sessions I plan to attend include:**

* + <<Session 1>>
  + <<Session 2>>
  + <<Session 3>>
* **Subject Matter Expertise**: I’ll also have the chance to learn about the latest trends from industry leaders and speakers including executives from Fidelity Health Solutions, ADP, CoxNext, and others.
* **Professional Connections**: HR Professionals and People Managers from diverse industries, varying company sizes and differing company cultures attend SOAHR, so I’ll have the opportunity to make new connections as well as hear a broad range of perspectives on common HR challenges.
* **Access to Resource Partners & Innovative HR Solutions Providers**: I’ll also have a tremendous opportunity to learn about and explore new HR solutions that might be beneficial for our team.

**The approximate investment for my attendance is as follows:**

Registration: <$XXX>

Travel/Meals: <$XXX>

Total: <$XXX>

<<Optional>> When I return from SOAHR, I’m happy to provide a report of my key takeaways, useful vendor information, new contacts made and recommended actions for implementing new ideas that will benefit our team. I will also make any Conference materials available to my colleagues.

Thank you for your consideration.

Sincerely,

<<Your Name>>