Dear <Insert your Supervisor’s Name>,

I would like approval to attend the **2021 Talent Acquisition Summit** in New York City from September 23-24, 2021. The conference will address how talent acquisition professionals can be more effective in adopting digital recruiting technologies; shifting talent attraction efforts to remote candidates; tapping internal talent pools, proactively managing change, and removing bias to promote diversity, equity and inclusion. By attending this program, I will receive 1 SHRM and 1 HRCI credit per hour of educational content. I will receive 11 recertification credits.

HRO Today educational events are not trade shows with huge exhibit floors and after parties. The **2021 Talent Acquisition Summit** will have 80-100 HR and talent acquisition professionals trying to find solutions to existing business issues. The smaller size promotes discussion and learning between attendees and solution providers. A networking app will be provided to match attendees based on learning or solution needs.   
  
Past Attendees include C-level, Vice Presidents, Directors, and Managers of:

* Human Resources
* Talent Acquisition
* Employer Branding / Social Media
* Talent Management
* Diversity & Inclusion
* Workforce / Succession Planning
* Supply Chain/Procurement/Purchasing

The 2021 program has presentations on the following subjects:

* Using data and analytics to optimize recruitment
* Change management tactics for TA professionals
* The rise of hybrid talent acquisition
* Remote interviewing and onboarding
* The use of social media and digital technologies to attract and recruit talent
* Inclusive hiring
* Aligning recruitment with organizational culture
* Growing the early talent pipeline

I plan to attend all sessions but think the sessions focused on <XXX> directly relate to the current challenges our organization is facing. I am seeking approval for the registration and travel expenditures.

If I register now, I’ll receive a discounted rate. Here is a complete breakdown of the costs:

Conference Pass: $<XXX>

Airfare: $<XXX>

Hotel: $<XXX>/night @ <XXX> nights

Transportation: $<XXX>

Meals: $<XXX> (my pass includes 2 breakfasts, 2 lunches as well as refreshments throughout each day)

Total Cost: $<XXX>

Complete information about the **2021 Talent Acquisition Summit** is available [online](https://hrotoday.com/talentacquisition). Please consider my request as I believe the event is a good investment for our organization.

Sincerely,

<Insert your name>