

Subject: Request to attend 2025 ERG Leadership Conference

Dear [Supervisor's Name],

I'm excited about an upcoming professional development opportunity and seek your approval to attend the 2025 ERG Leadership Conference, scheduled for September 22-23, 2025, in Raleigh, NC. (Add September 24 if you are participating in the ERG Leadership Certificate.)

This event aligns well with my commitment to both professional and personal growth. I'm confident that the conference sessions and discussions will enhance my skills and leadership abilities, and strengthen my contributions to our team, my ERG, and our organization.

As one of the largest gatherings of ERG leaders and advocates, this event features representatives from approximately 100 organizations across a diverse array of industries. This unique setting enables ERG leaders and collaborators to converge, learn from experts, share experiences, discuss challenges and opportunities, and explore best practices. Here are some key reasons why my attendance at this conference is essential:

Professional Development: The conference sessions are meticulously crafted to equip ERG leaders with the essential skills and competencies needed for effective leadership and management of ERGs. I will gain valuable insights into leadership strategies, program implementation, communication, marketing, and fostering inclusive workplace cultures. These skills will directly benefit my ERG and contribute to my overall performance.

Growth and Elevation: This year's conference theme, THRIVE, highlights the power of growth, progress, and driving groups toward lasting success. Throughout the conference, I'll gain valuable tools, strategies, and insights to help our groups thrive by fostering collaboration, building resilience, and driving impactful outcomes.

Networking and Collaboration: Throughout the conference, I will have opportunities to engage in conversations with experts, other ERG leaders, and collaborators. I'll also have the chance to collaborate with peers from the same or similar ERGs, exchange insights, and explore innovative solutions to common challenges. Building relationships with these individuals will broaden my professional network, provide possible mentors, facilitate knowledge-sharing, and introduce me to potential collaboration opportunities.

Structure and Technology: The conference offers opportunities to learn from technology and structure experts, both on stage and at the vendor fair. By engaging with cutting-edge technology designed to assist ERGs and organizations in goal setting, program planning, and metrics tracking, I will be better equipped to develop effective strategies and demonstrate outcomes that positively impact our business.

Value for the Company: As an ERG leader, my participation in the conference will directly contribute to our company's efforts to create an inclusive workplace culture, enhance employee engagement, foster innovation, and drive business success. By staying updated on best practices and emerging trends, I will bring back valuable insights and ideas to enhance our ERG initiatives and contribute to our overall organizational goals.

The registration cost for the two-day conference is \$955.00 (early bird price.) (State any additional costs that are pertinent to the decision. If you plan to also participate in the ERG Leadership Certificate program, add that cost to the conference fee to total \$1,505.)

I appreciate your consideration. I'm eager to represent our company at this remarkable event and bring back valuable insights that can benefit our team and contribute to shared goals. I look forward to your response. www.ERGLeadershipConference.com

Sincerely,

[Your Name]