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2017 LEADERSHIP CONFERENCE • SEPT 20 • DAYTON, OH

Subject: Request to Attend the 2017 WiBN Leadership Conference

Dear **(Decision Maker Name)**

I would like to request approval to attend the 2017 Women in Business Networking Leadership Conference, WiBN is a program of and powered by Better Business Bureau of Dayton and the Miami Valley. This one day event will be held on September 20, 2017 at the Dayton Convention Center located in Dayton, Ohio.

The leadership conference will allow me to interact with over 400 business and thought leaders and to attend a number of educational sessions that are directly applicable to my work. The conference agenda with full details on all speakers and content can be found at <http://wibnconference.org/agenda/>

My attendance will allow me to:

1. Develop Leadership Skills - Targeted leadership development sessions designed to cover topics to help attendees get from where they are to where they want to go in their businesses and careers. Understand and navigate the unique attributes of being an executive woman to optimize individual performance and maximize organizational impact.

2. Network with the Best & the Brightest - Gain an exclusive opportunity to personally interact with over 400 thought leaders- including those from University of Dayton Center for Leadership and Miami Valley Nonprofit Collaborative. And, we are pleased to announce our keynote speaker, Michelle Poler. Michelle will addresses overcoming fear in business and travels the world to speak to companies like Google, Facebook and P&G.

3. Attend Panels, Work Sessions & More - Programming is uniquely structured to keep attendees fully engaged while exercising their critical thinking skills. Panels and sessions are designed to provide actionable take a ways, interactive workshops and lightning talks that are carefully

designed to provide real-world solutions.

The full price to attend is \$175 for non-members, but can be reduced by \$20 by registering before the early bird deadline (July 31, 2017). Member pricing is also available.

I am seeking support of my attendance to this meeting, which would include the registration fees, travel expenses and living expenses while at the meeting. A detailed cost breakdown is attached. I anticipate the total expense to be approximately \$_____.

The opportunity for me to improve, develop, network, and gain make my attendance to 2017 WiBN Leadership Conference a wise investment. I plan to submit a summary of my learnings and opportunities upon my return. Thank you for your consideration. Thank you for considering support of my attendance at the 2017 WiBN Leadership Conference, powered by BBB.

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