



Subject: Request to Attend the 2018 WiBN Leadership Conference

Dear **(Decision Maker Name)**

I would like to request approval to attend the 2018 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 19, 2018 at the Dayton Convention Center located in Dayton, Ohio.

The leadership conference will allow me to interact with over 300 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 300 thought leaders from all over the Miami Valley. And, we are pleased to announce our two keynote speakers; Melanie Spring, Entrepreneur and branding expert and Mary Miller, CEO of JANCO Janitorial.
- 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 \$189 for non-members, but can be reduced by \$30 by registering before the early bird deadline (July 31, 2018). 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 2018 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 2018 WiBN Leadership Conference, powered by BBB.

**Add Standard Sign off,**