Dear [Name],

I am writing to request approval to attend International Institute for Learning’s upcoming 2024 [International Project Management Day](https://www.iil.com/international-project-management-day/) Online Conference, launching on **November 7th, 2024**,and streaming through **February 3rd, 2025.**

International Project Management Day is a globally recognized online event that gathers thought leaders, industry experts, and business professionals from across the globe for a rich and immersive learning experience. IIL’s IPM Day provides access to new knowledge, skills, and best practices in the ever-evolving field of project management.

*Below are several reasons why attending IPM Day 2024 would benefit our team:*

**Access to 5 keynotes, live Q&A sessions, 20+ presentations, & 2 free self-paced courses.**

* Our team will learn from industry leaders and innovators as they discuss the future of project management, hybrid working environments, leadership & power skills, artificial intelligence, risk management, technology, sustainability, and more.
* With 26 hours’ worth of learning content, our attendance at this event will provide us with an incredible opportunity to refresh our team’s skillsets while also keeping up with the latest trends in business and project management.

**I believe the below sessions will be especially beneficial to our team and their professional development.**

**Access to up to 26 recertification credits of their choosing.**

* Upon completion of the conference, our whole team will have access to redeem up to 26 PDUs, SEUs, or PDCs in order to maintain their various certifications with PMI, Scrum Alliance, or SHRM.

**Networking opportunities with 20,000+ global professionals.**

* IPM Day offers a networking lounge and discussion forums which will allow our team to connect and learn from their fellow attendees. This will allow us to learn what other organizations in our sphere are doing, as well as share our organization's successes to help others in the industry thrive.

**IPM Day 2024 registration includes**: Full access to 25+ sessions, 2 free self-paced courses, various networking opportunities, a sponsor exhibit hall, and much more all without the need for travel.

**I would propose we register the following team members.**

**Cost:**

|  |  |  |
| --- | --- | --- |
| **# of Team Members:** | **Cost per Team Member:** | **Total Cost:** |
|  | $ | $ |

I believe that our team’s attendance at IPM Day 2024 will greatly benefit our organization as well as our personal career development. I would appreciate your approval. If you need any more information or have any questions, please let me know.

Thank you,

**[YOUR NAME]**