Dear [Name],

I am writing to request approval to attend International Institute for Learning’s annual [International Project Management Day](https://www.iil.com/international-project-management-day/) Online Conference, launching on **November 2nd, 2023**,and streaming through **February 5th, 2024.**

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 2023 would benefit myself and our entire team:*

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

* I 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, my attendance at this event will provide me with an incredible opportunity to refresh my skillset while also keeping up with the latest trends in business and project management.

**I believe the below sessions will be especially beneficial to my professional development:**

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

* Upon completion of the conference, I will have access to redeem up to 26 PDUs, SEUs, or PDCs in order to maintain my 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 me to connect and learn from my fellow attendees. This will allow me 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 2023 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.

**Cost:** $89.00 for individual registration. [Group Discounts](https://www.iil.com/international-project-management-day/group-pricing/) and [Unlimited Licenses](https://www.iil.com/international-project-management-day/corporate-unlimited-license/) are available.

I believe that my attendance at IPM Day 2023 will benefit our organization as well as my 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]**