To: Vice President of Human Resources (or appropriate title)

From: (your name here)

Subject: NBMBAA® 45th Annual Conference and Exposition

September 12-16, 2023 ⦁ Philadelphia, PA

Date: (date here)

I would like to request approval to attend the NBMBAA® 45th Annual Conference and Exposition which will be held September 12th – 16th in Philadelphia. This 4-day event is expected to gather more than 10,000 attendees and 300 major corporations. It will give me an opportunity to share and learn best practices and network with a wide range of industry experts and peers from across the US in a single trip.

The annual conference will be composed of plenaries with well-known keynote speakers, over 50 concurrent sessions, and a wide range of networking opportunities. Based on information from survey attendance, attendees at last year’s conference found the event to be valuable:

* 97% would recommend future NBMBAA conferences and membership to their colleagues.
* 84% met at least one person they planned to contact after the conference for something related to their work.
* 88% felt they had acquired significant new information, knowledge, and/or techniques directly applicable to their work.
* 92% shared information they obtained at the conference with colleagues and/or stakeholders.

Because this will be NBMBAA’s 45th annual conference, I expect it will be much the same, and I anticipate a great opportunity for my professional development.  ***[If the theme relates directly or indirectly to your work, add a sentence to describe this.]***I can attend sessions such as ***[insert applicable session names here]*** that are directly applicable to my work and to our company. Premier subject matter experts from across the US will be providing insight and presenting their results and lessons learned. Not only will I be able to learn from those experiences and gain new ideas and techniques, but I will also be able to meet and interact with these top-level NBMBAA corporate partners, experts, and other local participants with whom our company could collaborate in the future.

The registration fee for this event is ***[see registration form]***. The member rate includes ***[see registration form]***, so the networking and learning opportunities will continue long after the conference ends. I request approval for the registration fee plus travel costs. For your convenience, I have attached an estimated breakdown of the anticipated expenses.

# **The National Black MBA Association®:**

As an active member of the ***[chapter name]*** Chapter of the NBMBAA®, I would like to give you some background on the organization. Established in 1970, the NBMBAA® is a non-profit organization of black business professionals, students, and entrepreneurs. Currently, there are 40 professional chapters throughout the U.S. With 12,000 members the organization represents a vast network of minority MBAs worldwide. Through national and local chapter activities, the NBMBAA® provides continuing executive-level education to its members. It also provides outreach to students of all ages, support of small businesses, and exposure of its members to the corporate community.

# **Next Steps and Conference Information:**

Conference information is available for review online at [www.nbmbaaconference.org](http://www.nbmbaaconference.org). Participation will greatly enhance my professional development. My hope is that you see the benefit in funding my participation. I will contact you by \_\_\_ to discuss the many benefits ***[company name]*** will attain through my participation. Thank you in advance for your consideration.

Regards,