Hi [*Name*],

I’m writing to request your approval to attend this year’s McLean & Company [**Signature HR Conference**](https://hr.mcleanco.com/events/mclean-company-signature) taking place November 2-4, 2025 at the Marriott Marquis in Houston, Texas.

Signature is an innovative, research-based human resources conference that brings together HR, learning & development, DEI, and talent leaders to gain practical insight into some of the latest topics and trends in HR. After thorough research and comparison with other events, I believe this conference aligns perfectly with our organization’s goals and objectives. Signature is also accredited with SHRM, HRPA & the HRCI, which will help me collect hours towards my continuing education requirements.

The focus of Signature is “Human Centric. Future-Ready,” with the goal of helping HR leaders navigate uncertainty and prepare their HR function for the future. Each session is structured to support the resolution of current and future obstacles HR professionals are facing, including challenges in employee engagement and retention, creating psychological safe workplaces, the impacts of AI on the HR function, and more.

Here are just a few of the sessions that I plan to attend:

*[Choose top 3 to 5 sessions that align with your organization’s overall goals & objectives.]*

1. Collaboration Revolution: Reinventing How Teams Connect, Create, and Thrive
2. Leading in the Eye of the Storm: HR’s Critical Role in Navigating Relentless Change
3. Empowering Transformation: Embedding Culture and People into HR Technology Change
4. Clarity in Chaos: A CHRO’s Guide to Leading When the Rules Keep Changing
5. Future-Ready HR: Build Adaptive and Actionable Talent Strategies Through Scenario Planning
6. Balancing Humanity and Automation: The Dual Dilemma for People & Culture Leaders
7. AI Talent Debate: Should AI Skills Be Built Internally or Bought Externally?
8. The Art & Impact of Storytelling
9. Futureproof Yourself: Innovate and Thrive in Times of Uncertainty
10. Leadership Development Done Right

In addition, I will have ample opportunity to network with fellow HR leaders and McLean & Company analysts which will help us further refine and customize our HR plans.

By attending this conference, I will walk away with the tools and resources needed to develop a tactical program that addresses future challenges and design strategic initiatives that I can begin to apply immediately upon return.

I would appreciate the opportunity to discuss my attending this conference further as I’m confident we will receive a significant return for the small investment.

Thank you for considering my request.

[*Name*]