Hi [*name*],

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

I believe this conference will greatly benefit the company as it aligns closely with our priorities, including [*insert your priorities*]. Signature is also accredited with SHRM, HRPA & the HRCI, which will help me collect hours towards my continuing education requirements.

**Conference Overview:**

The conference offers exceptional value, providing two days of intensive and collaborative educational opportunities, including:

* Keynotes
* CHRO panel discussion
* Breakout sessions
* Peer-to-peer networking events and roundtables
* Rapid fire sessions

**Presentations:**

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

**Peer Networking:**

I’ll also be able to build new business relationships and exchange best practices with other attendees working on similar priorities. The event has user/case study presentations and roundtable discussions with other users moderated by McLean & Company analysts on topics relevant to our priorities, including *[topic A, B, C].*

Upon my return, I will share the knowledge gained at the event with our team, providing recommendations, action items, and a detailed, actionable summary report.

**Costs:**

Here’s an approximate breakdown of the conference costs:

Conference Ticket: US$3,295

Airfare: $[xxx]

Hotel: US$264 per night (limited availability)

Meals: $ [xxx] (breakfast and lunch Mon. to Tues. included with conference ticket)

**TOTAL**: $ [xxx]

I am confident that our organization will see a significant return on this investment and look forward to hearing your thoughts on it.

Regards,

[*Name*]