A poster with a building and text

Description automatically generated

**<Date>**

Dear **<Supervisor’s name>,**

I am requesting your approval and support to attend the 2024 HBA European Leadership Summit.

When members of the Healthcare Businesswomen’s Association come together, it’s with a shared purpose: to be A United Force for Change; accelerating the impact and influence of women in the business of healthcare.

The 2024 in-person conference is designed to provide content and opportunities for me to expand my skills and my professional network, both of which directly benefit **<our organization>** and improve my individual performance.

Previous events have attracted more than 300 healthcare and life sciences industry professionals. By attending, I will be able to:

* explore the theme ‘Expanding Horizons’ through keynote and plenary sessions, workshops and panel discussions.
* build new and strengthen lasting connections through networking opportunities
* learn from thought leaders to broaden my perspective
* expand my business skills and acumen
* support the HBA’s core purpose of furthering the advancement and impact of women in the business of healthcare

I have identified a few educational sessions which will allow me to **<insert benefits of attending topic specific sessions here (suggestions provided below)>.** These sessions and presentations are led by industry experts and professionals known and recognized for their specific expertise.

This investment for my professional development is estimated as **<$xxxx>** for conference registration. The event agenda runs across two days from 13-14 June 2024.

Please confirm your approval of my request **by <date>.** Registration for the program is now open and seating is limited.

Thank you for your consideration,

Sincerely,

**Suggestions for articulating the professional benefits associated with conference attendance:**

* improve my leadership effectiveness
  + by learning about the power of diverse thinking and alternative perspectives in leadership
  + by exploring leadership in a new era and leading the next generation to support other women achieving success
* expand my industry knowledge
  + by understanding the impact of technology, including ai advances, on healthcare
  + by improving my ability to leverage industry dynamics to accelerate our business results
  + by interacting with individuals from across the industry ecosystem
* improve my value and contribution to the organization
  + by improving my professional presence and the effectiveness of my communications
  + by identifying ways to better leverage mentors and sponsors to accelerate my career
  + by focusing on taking the lead in women’s health