Dear [Manager Name],

HR Summit & Expo is the largest and longest running HR conference in the Middle East region. Focused on bringing the Saudi HR Community together, [**HRSE KSA**](https://informaconnect.com/hrse-saudi/) has learning, networking, and professional development at it’s heart. I believe my participation at this event is critical to bringing new ideas and approaches to [insert organization name] and further my professional development. I would like to request approval to attend.

The event is taking place in a Hybrid format from **27-28 September 2021** at **Crowne Plaza RDC in Riyadh**. I’ll be amongst hundreds of Saudi industry professionals to hear from Global HR leader Dave Ulrich and Saudi HR experts talk about latest trends and address several critical issues facing the new world of work. I’ll gain practical skills pertaining to HR reinvention, Digital Transformation, Employee Experience, Digital Talent Management, Hybrid Workforce, Performance Management and more. The expo offers the opportunity to network with businesses that could have a positive impact on our organization. By meeting with industry partners, I can find solutions to everyday issues as well as strengthen existing relationships.

I plan to attend the following sessions to strengthen my professional development:

Following are the Exhibitors that I plan to speak with that I think can help our organization.

Here are the costs associated with attending HR Summit & Expo (HRSE) KSA:

|  |  |
| --- | --- |
| Registration Fee: | [(Check Booking Pass Details)](https://informaconnect.com/hrse-saudi/booking-options/) |
| Airfare: |  |
| Hotel: |  |
| Miscellaneous (meals/taxi): |  |

HRSE KSA Special Offer: We can get our entire team to attend the virtual conference when we register for 3 in-person passes.

I believe this investment will pay off in more efficient practices, proven solutions, new insights and ideas that we can implement. In addition, I can provide a report of my key takeaways and recommended actions to our team.

I appreciate your approval. I will work to make sure we get the full value of this event.

Sincerely,

[Your Name]