*Subject:* Request for Conference: 2023 Strategic ERG Leadership Summit

[Supervisors name],

I am writing to request approval to attend the 2023 Strategic ERG Leadership Summit, an event hosted by USC Marshall School of Business’ Center for Effective Organization (CEO), on August 2-3 in St. Paul – Minneapolis (full event details are [here](https://ceo.usc.edu/event/2023-strategic-erg-leadership-summit/)). For over 11 years, CEO has held this data-driven learning event that brings together ERG leaders, diversity, equity and inclusion executives, and executive sponsors for collaborative learning, innovation, and networking.

This event has both an in person and virtual component, both offering different content to maximize learnings and foster innovation. Other organizations participating include X, X, and X.

Benefits of attending the Summit for both me and our ERGs include:

·  Networking across industries & organizations

·  Collaborate & learn from other DEI & ERG leaders

·  Resources to drive ERG innovation & growth

·  Career development & organization recognition

Tickets to attend the In Person **and** Virtual events are $1,195 per ticket, and the Virtual only ticket is $695.

This is an exciting event that will be beneficial to our ERG work, and one that I’d like to create a post-conference report or presentation to share learnings, major takeaways, and suggested opportunities to enhance our program.

Thank you for considering this request.

Regards,