*Subject:* Request for Conference: 2024 Strategic ERG Leadership Summit

[Supervisors name],

I am writing to request approval to attend the 2024 Strategic ERG Leadership Summit, an event hosted by USC Marshall School of Business’ Center for Effective Organization (CEO), on July 16-17, 2024 in St. Paul – Minneapolis (full event details are [here](https://ceo.usc.edu/event/2024-strategic-erg-leadership-summit/)). For over 12 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.

Other organizations that have participated include Ecolab, Amazon, Bank of America, Experian, General Mills, Intuit, Securian Financial, and others. There is a range of organizations that are advanced in their ERG programs and also just getting started, so I will be able to learn from a variety of leaders.

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 event are $1,195 per ticket, which is lower than other ERG events in order to provide access for multiple organizations.

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,