

Dear [enter manager's name here],

I am interested in attending Advanced Learning Institute's **6th Annual Strategic Internal Communications conference, July 23 – 25 at the Hyatt Regency, Boston.** I am confident I will return with strategies and solutions that will help our organization integrate the latest tools and strategies to create an internal communications plan that drives employee engagement, collaboration, and bottom-line results.



Why is it important?

- Over 24 hours of intense, interactive learning – with a guarantee to recoup the money spent by implementing just a few of the strategies shared during the conference
- Unique and interactive optional workshop sessions that will enable me to practice and apply my skills in peer groups
- Access to electronic copies of presentation materials to be used when I return as training materials I can share with the team
- Gain continuing education hours — I'll receive a formal Certificate of Completion which documents my training achievement and commitment to continuing professional development
- I'll have the opportunity to meet connections that matter – the attendees are senior level internal communications professionals from organizations like ours, facing similar challenges

What will it cost?

The approximate cost of my attendance is as follows:

Airfare.....	\$
Hotel (reduced conference rate).....	\$
Ground transportation.....	\$
Meals.....	\$
Registration.....	\$
<u>TOTAL</u>	<u>\$</u>

Afterwards, I can submit a post-conference report with an executive summary including major takeaways, best practices, and recommendations. I can also share the session documents and insights across my team and our organization.

Thank you for considering my request to register for this conference.. I look forward to your reply.

Regards,
[Your name here]

<https://www.aliconferences.com/>

““Super engaging! You all have nailed targeting valuable speakers that are passionate about what they do. Also, this is very well organized. Kudos! My first ALI conference & I will be back!”
– *Senior Communications Specialist, Dominion Resources Services Inc.*

