Subject: Professional Development Opportunity

[Name],

I have discovered a unique and enriching professional development opportunity and I am writing you for approval to attend. The Philadelphia Diversity & Inclusion Conference: *Where Diversity, Inclusion, and Equity Intersect with Academic and Corporate Strategies* at the Hilton Philadelphia at Penn's Landing from March 30-31, 2020. For additional information, please visit www.diphilly.com.

The Diversity & Inclusion Conference is a high-profile program designed for CEOs, C-suite executives, diversity officers, and other leaders from Fortune 500 companies recognized for their successful diversity and inclusion programs.

By attending this conference, I will strengthen the focus on promoting higher education access and success for underrepresented populations, develop a critical understanding of both the challenges and the opportunities for creating a pathway for social mobility, and foster inclusion on college campuses. This event offers a prime opportunity to discover new strategies and tactics for success through networking with:

- CEOs
- Corporate Leaders
- Chief Diversity Officers
- Government Diversity Officials
- Senior-Level Hospitality and Tourism Executives
- Minority Hotel Organizations
- University-Level Hospitality Educators and Administrators
- Other industry professionals seeking new, innovative, forward-thinking D,E, & I strategies

Below are additional benefits for consideration to review:

- LEARN how to incorporate the critical component of D, E & I into your organization's corporate culture
- ENSURE that your organization's D, E & I strategy aligns with its business objectives
- HEAR research about what customers want from D, E & I focused organizations
- REVIEW accountability mechanisms to measure the success of your D, E & I initiatives
- UNDERSTAND how a globally inclusive and culturally competent workforce can be created

Conference costs:

- Airfare: $ X
- Ground: $ X
- Hotel: $ X
- Registration: $ X
- Total: $ X

Thank you for your consideration.