Dear [Manager’s Name],

I am writing to request your approval to attend the upcoming Kinetic Live 2024 conference, scheduled for 4th to 6th November, at The Slate, Warwick Conferences.

I believe that attending this event will benefit both our department and me significantly.

Kinetic Live is the highly anticipated annual conference, attended by 150-200 professionals from various backgrounds across different university teams and industry and subject matter experts who share their insights, research findings and trends in our industry.

**Kinetic Live will enable me to:**

* **Attend sessions tailored to my role:** The conference agenda includes sessions specifically designed for professionals in my field. These sessions will address our sector's current challenges and feature subject matter experts from organisations such as UCAS and Student Minds and customer spotlight sessions.
* **Network and build new relationships:** Kinetic Live provides a unique platform for networking. I will have the opportunity to connect with colleagues from across the sector, share best practices, and learn from their experiences. Building these connections will enhance our department’s knowledge base and provide us with colleagues we can reach out to and collaborate with where necessary.
* **Attend interactive workshops:** The conference offers interactive workshops led by Kinetic’s product experts and other software users. Participating in these workshops will allow me to contribute to future developments of the software we use. I can bring back valuable insights that will help shape our strategies based on the latest industry trends.

**Cost Breakdown:** The early bird registration price for the conference is £599 (excluding VAT) for bookings made by 15th July. This price will increase to £699 (excluding VAT) on 16th July.

The price includes two nights' accommodation, breakfast, lunch, dinner, and refreshments throughout the conference, attendance at the Kinetic Awards gala, and access to all conference sessions. My travel will cost XXX.

**Expected Outcomes:** Attending Kinetic Live 2024 will enable me to:

* Stay updated on industry trends and best practices.
* Network with peers and industry leaders.
* Contribute to our department’s growth and innovation.
* Bring back actionable insights to improve our processes.

I genuinely believe that the organisation will benefit from my attendance at Kinetic Live, which will improve the benefits of using the system and help us provide a better service to our customers. On return from the conference, I would be happy to present a workshop covering the learnings and recommendations gained at the conference. I am confident that the knowledge and connections will benefit our team and contribute to our success.

Thank you for considering my request. I am happy to discuss this further if needed.

Sincerely,

Your Name

Your Position

Contact Information