WRISE 2019 Leadership Forum

Attendee Toolkit

**Convincing your Boss: Justification Letter**

Understand and communicate your intentions for attending the WRISE Leadership Forum. Who will you meet? What will you learn? How will this benefit your team and your company? Edit this justification letter and pair it with the expense sheet to help you make a clear, compelling case on attending the WRISE Leadership Forum to your boss.  **Sample Letter:**

Subject: Request to Attend the WRISE Leadership Forum in Denver

Dear **[Decision Maker Name]**,

I hope you are well.

On February 19-21, 2019, the [Women of Renewable Industries and Sustainable Energy (WRISE)](http://wrisenergy.org/), will host the 2019 Leadership Forum in Denver, Colorado. The conference will allow me to hear the latest trends and policy updates that are impacting the renewable energy industry and provide me with an intimate setting to network with key players in the industry. I would like to request approval to attend as I believe it will further develop my understanding of the industry and build knowledge around new technology solutions and shared best practices.

The educational program at the event will cover current renewable energy trends and policy issues. A schedule and session descriptions are available online http://wrisenergy.org/events/leadership-forum/#1498332225891-90fa6a5c-ad3c. I

I’m particularly interested in these sessions:

**[Session Title and description]**

**[Session Title and description]**

**[Session Title and description]**

If I attend, I’ll receive:

* **Over 10 hours of professional development** through panels and skill sessions.
* **10+ hours of high level networking.** I will continue to build upon current relationships and make new contacts that will help grow our company.

When I return from the WRISE Leadership Forum, I will compile a short presentation covering speakers, presentation notes, useful vendor product information, new contacts made, and a proposal for implementing new ideas that will benefit our team. I will also make conference materials available to my colleagues, since I’ll be able to download presentation slides after the conference concludes.

Finally, I have mapped out my costs for attending this event. Those can be found in the attached worksheet. **[Attach completed expense worksheet in your email]**

Thank you for your consideration.

**[Add standard sign off]**