**TO:**

**FROM:**

**SUBJECT:** Proposal to attend the ITM Conference, DoubleTree by Hilton Brighton Metropole on 24-25 April 2024

I would like to attend the 2024 ITM Conference ‘*empower’*. This educational event has historically brought together more than 550 travel professionals; In 2023 the Buyers registered represented 115 companies and 32% of the delegates. The conference will be a great opportunity to meet with existing and potential clients in a captive environment, dedicated to both education and professional networking.

There are 12 breakout sessions to choose from over the two days, designed to help me enhance my industry knowledge and career whilst gaining a greater understanding of travel programming. The ITM Chair, Nikki Parson |Global Travel & Meetings Manager Arcadis, will be running a supplier only session – providing me with the opportunity to get inside the mind of an award-winning Global Travel Manager, and there is also dedicated sales training available.

The plenary sessions will bring global industry leaders to the stage, delivering data driven insights and the breaks in the programme have been dedicated to professional networking with the buyer members.

[**Full details can be found here**](https://www.itm.org.uk/events/evt-000879)**.**

Here is an approximate breakdown of costs:

**Two-day conference**

* The delegate fee for this professional networking and educational event is £825+VAT\*
* Accommodation for two nights at the Conference venue in Brighton is £278+VAT
* Travel costs £XXX *(Enter your specific costs to travel to DoubleTree by Brighton Hilton Metropole)*

Total £ (enter total)

**\*if I book after 15th March 2024, the price increases to £925+VAT**

I hope you can see that the programme of educational content and networking at the ITM empower conference, combined with the potential number of buyers attending makes these hugely beneficial 2 days out of the office an opportunity I do not want to miss. I believe attending the Conference will be a valuable use of my time and I would appreciate the financial investment from the company to support my professional development.

Regards,