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**ILA 6th Women and Leadership Conference — Rationale Letter**

**Please customize for your specific situation.**

Dear <Insert supervisor’s name>,

I would like your approval to attend the ILA 6th Women and Leadership Conference (15-17 June 2022, Portsmouth, United Kingdom). Hosted by the International Leadership Association (ILA), this conference is designed to elevate and empower women who research and practice leadership. It offers great learning and networking opportunities that would be very beneficial to my professional development and <insert name of organization>.

Here’s what makes attending this conference such a valuable investment:

* **Best-in-class programming.** I can learn about creative solutions and hone my leadership skills by choosing from interactive workshops, panel discussions, and research paper presentations covering various topics such as [insert a sampling of topics of interest to you]. You can view the complete program at: https://convention2.allacademic.com/one/ila/wlc22/.
* **Inspiring speakers.** I will be inspired by an array of global presenters including successful business executives, thought-provoking researchers, experienced educators, and game-changing development professionals.
* **Unmatched networking.** I can exchange ideas and build long lasting connections with passionate women leaders across generations, sectors, and cultures.

When I return from this conference, I will be able to share with colleagues the knowledge I’ve gained on the topic areas that affect my research [or practice] daily. You can learn more about this conference at **http://ilaglobalnetwork.org/wlc22**.

I’ve provided a breakdown of approximate costs to attend this conference, as well as a worksheet that indicates our organization’s current needs and how attending this event can help meet these needs.

I hope you will agree that my attendance at this conference is an excellent use of my time and will provide a great return on investment for our organization. Thank you for your consideration.

Best regards,

<your signature

**Make the Case**

Complete the following form and share it with your supervisor.

**What is the cost of you attending this conference?**

*Registration, hotel, travel, etc.*

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**Who is going to be there of particular interest to you?**  
*What relationships will you gain? Are there meaningful connections you can make?*

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**What makes this conference stand out?**

*What are you getting here that you can’t get somewhere else?*

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**How this conference can help solve the problems you or your organization is facing?**  
*Session topics, speakers, etc.*

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**How will you value the experience of this conference?**

*The answers you are looking for, the connection you will make, etc.*

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**List at least five of the sessions (with speaker names) you plan to attend.**

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**2.**

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**3.**

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**4.**

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**5.**

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