Dear **<Insert Manager’s Name>,**

I am writing to request your approval to attend the DirectEmployers 2021 Annual Meeting & Conference, held virtually this year, April 26-30, 2021, from 1:00 pm – 5:00 pm EST each day.

Referred to as DEAMcon21, this conference will feature an impressive lineup which provides fresh, thought-provoking content on the OFCCP compliance and recruitment marketing challenges that HR professionals face. Each year, executives, thought leaders, compliance experts, and recruiters from Member and partner organizations come together to share industry best practices with their peers while taking the opportunity to network and learn from keynote speakers and industry experts. Through the variety of conversations and educational opportunities, I will be able to discover new innovative technology and trends that impact our recruiting and OFCCP compliance efforts.

Each year, DirectEmployers Association dedicates time to keynotes, panels, and Member presentations, such as **<insert desired sessions here>**. This year’s conference will also feature an interactive virtual Demo Hall, giving me the opportunity to network with a variety of vendors and learn about new technology and service offerings that might be beneficial to our organization’s continued success. DirectEmployers will also submit its sessions for HRCI Recertification and SHRM Professional Development credits, available to attendees at no extra charge.

DEAMcon21 will cover a wide range of topics including recruitment marketing tactics, analytics, diversity and inclusion, employer branding, recruitment best practices, and OFCCP compliance. I feel these sessions will provide me with the information necessary to better utilize our membership and perform more efficiently in my role, especially as it relates to the following projects/initiatives I’m working on:

* **<Insert project name 1>**
* **<Insert project name 2>**
* **<Insert project name 3>**

Included with my request to attend DEAMcon21, I’ve broken down the cost of my attendance from Monday, April 26th to Friday, April 30th, below:

 Registration: $199 (exclusive Member-only rate)

 Airfare: $0

 Hotel: $0

 HRCI Credits: $0

 SHRM Credits: $0

 **Total: $199**

Thank you for considering my request to attend DEAMcon21! With the conference quickly approaching, I appreciate your immediate attention to this request.

Best Regards,

**<Insert Your Name and/or Signature>**