Dear **<Insert Manager’s Name>,**

I would like to request approval to attend the DirectEmployers 2022 Annual Meeting & Conference, held at the Park Hyatt Aviara in Carlsbad, California, from April 20-22, 2022.

Referred to as DEAMcon22, this conference will feature an impressive lineup of fresh, thought-provoking content on the OFCCP compliance and recruitment marketing challenges that HR professionals face and hone in on topics that would advance our diversity, equity, and inclusion efforts. Each year over 300 executives, thought leaders, compliance experts, and recruiters from Member and partner organizations come together to share industry best practices with their peers while taking much-needed time to network and learn from keynote speakers and industry experts. Through the variety of conversations and educational opportunities, I will discover new innovative technology and trends that impact OFCCP compliance and recruitment 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 Demo Hall, allowing me to network with various vendors and learn about new technology and service offerings that might be beneficial to our organization’s continued success. As concerns of COVID-19 still linger, the conference host will create a safe and socially distanced conference experience that enforces the appropriate safety protocol for the area.

DEAMcon22 will cover a wide range of topics including recruitment marketing tactics, analytics, DE&I, employer branding, recruitment best practices, OFCCP compliance, and so much more. I feel these sessions will provide me with the information necessary to utilize our membership better 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, I’ve broken down the cost of my attendance from Tuesday, April 19th to Friday, April 22nd, below:

|  |  |
| --- | --- |
| Registration: | $399 (Discounted Member rate) |
| Airfare: | **<Insert Airfare Price>** |
| Hotel: | $717 plus taxes and fees (3 nights at $239/night) |
| HRCI Credits: | $0 |
| SHRM Credits: | $0 |
| **Total:** | **<Total Approximate Cost>** |

Thank you for considering my request to attend DEAMcon22! With the room block rate expiring on March 23, 2022 and the quickly approaching conference, I appreciate your immediate attention to this request.

Best Regards,

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