**Use this template to craft a compelling communication to your leadership to assist you in gaining approval to attend IBIS Academy 2023. Look for RED fields where you can customize the letter to your organization, your conference track of choice, and your travel expenses based upon your location.**

Dear [Insert Manager’s Name],

I’m requesting your approval to attend IBIS Academy 2023, taking place 1 – 5 May 2023, in Geneva, Switzerland. This event is the longest-running global benefits, HR and mobility conference in the world, presented by Gallagher. At IBIS Academy, I’ll be able to learn from key industry thought leaders and senior global benefits leaders from around the world, and also to connect with them directly—companies of all sizes, including global leaders like Microsoft, Comcast, United Airlines and Disney.

[CHOOSE ONE OF THE BELOW PARAGRAPHS]

**IBIS Conference** (3-5 May) is the best track for me, as it offers education, network and knowledge sharing opportunities for experienced global benefits, HR and mobility professionals. The sessions are all based on a total rewards perspective as it relates to benefits trends, retirement, legislative changes, cross-border issues, benefits communication, and employee engagement. I know I will be able to apply my learnings to optimize our global benefits, HR and mobility strategies.

**IBIS Institute** (1-5 May) is the best track for me, as it’s designed to provide fundamentals of global benefits, HR and mobility strategies. The sessions are interactive, designed to provide a foundation in global benefits, from state and employer pensions and retirement systems to health & welfare benefits, mobility, M&A, pooling and more.

**IBIS Mobility Congress** (2 May) is for professionals with global mobility responsibilities, the IBIS Mobility Congress offers the resources you need to refine your mobility strategy to better meet your current and future needs, and protect your organization from the risks of managing a global workforce.

The new tools and approaches from IBIS will be particularly helpful related to:

* [LIST SPECIFIC PROJECTS, CHALLENGES or NEEDS]

Upon my return from IBIS Academy, I’ll share key takeaways, including practical ideas to optimize our global benefits and HR strategies and achieve our organizational goals.

I’ve broken down the approximate cost of my attendance, including registration fees and travel/lodging costs, below. [EDIT AS APPLIES TO YOU AND SELECT FOR YOUR CURRENCY; ALSO, CONFIRMING CURRENT EXCHANGE RATES]

IBIS Conference Registration: €2,750 EUR (early registration until 1 March 2023 - € 2,250 EUR)

IBIS Institute Registration: €3,500 EUR (early registration until 1 March 2023 - € 3,000 EUR)

IBIS Mobility Congress: €0 EUR (early registration until 1 March 2023 - € 0 EUR)

Mobility + Conference: € 2,750 EUR (early registration until 1 March 2023 - € 2,250 EUR)

Hotel: € 300 / night EUR

Flight: € XXX

Incidentals: € 400 EUR [meals, airport transfers, etc.]

Total: **€ X,XXX**

Thank you for considering my request. I’m excited about the opportunities this presents to gain critical information and insights to ensure [ORGANIZATION NAME] remains a top global employer!

Sincerely,

[SIGNED]