The IBIS Team is pleased to provide this template so you may craft a compelling communication to your leadership team to help them understand the benefits of you attending IBIS Academy 2024.

**Indicate your preferred conference track and estimate your travel expenses in local currency.**

Dear [Insert Manager’s Name],

I'm requesting approval to attend IBIS Academy 2024, taking place May 20-24 2024, in Dubrovnik, Croatia. 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 Comcast, Dow Chemicals, eBay, Pepsi-Cola and Workday.

**[CHOOSE ONE OF FOUR THE PARAGRAPHS BELOW AND DELETE THE OTHER THREE]**

**IBIS Conference** (22-24 May) is the best track for me as it offers education, networking and knowledge-sharing opportunities for experienced global benefits, HR and mobility professionals. All sessions will have a Total Rewards perspective relating to benefits trends, retirement, legislative changes, cross-border issues, benefits communication and employee engagement. I know I'LL be able to apply my learnings to optimize our global benefits, HR and mobility strategies. Plenary session of approx. 200 attendees.

**IBIS Institute** (May 20-24) 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 and welfare benefits, mobility, mergers and acquisitions, pooling and more. Classroom setting of approx. 20 attendees.

**IBIS Mobility Congress** (May 21) is for professionals like me, who have global mobility responsibilities. The IBIS Mobility Congress offers the resources we need to refine our mobility strategy to better meet our current and future needs, and protect our organization from the risks of managing a global workforce. Collaborative sessions of approx 60 attendees.

**IBIS Mobility Congress + IBIS Conference** (21-24 May) is a combination of two tracks and would be the best for me as it combines one day of Global Mobility strategy sessions, followed by three days of sessions for experienced global benefits, HR and mobility professionals. All sessions will have a Total Rewards perspective relating to benefits trends, retirement, legislative changes, cross-border issues, benefits communication, and employee engagement. I know I'll be able to apply my learnings to optimize our global benefits, HR and mobility strategies. Tracks with 60 and 200 attendees, respectively.

The new tools and approaches from IBIS will be particularly helpful relating to our company’s:

* [LIST SPECIFIC PROJECTS, CHALLENGES or NEEDS]
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When I return from IBIS Academy, I'll be able to 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.

[CHOOSE ONE TRACK AND DELETE THE OTHER THREE; CHOOSE YOUR LOCAL CURRENCY AND DELETE THE OTHER TWO; UPDATE THE TOTAL, CONFIRMING EXCHANGE RATES FIRST.]

IBIS Conference Registration: $2,750 USD / 2,200 GBP / 2,500 EUR

IBIS Institute Registration: $3,500 USD / 2,750 GBP / 3,250 EUR

IBIS Mobility Congress: $0.0 USD / 0.0 GBP / 0.0 EUR

Mobility + Conference: $2,750 USD / 2,200 GBP / 2,500 EUR

Hotel: $240 USD / 190 GBP / 215 EUR

Flight: XXX

Incidentals & Taxi: $400 USD / 315 GBP / 375 EUR

**Total: X,XXX**

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

Sincerely,

[SIGNED]