**JUSTIFICATION LETTER**

**Feel free to customize this justification letter for your approving manager to present reasons why attending the USBLN Annual Conference & Expo will be beneficial.**

Dear [Approving Manager],

I’d like to request your approval to attend the USBLN Annual Conference & Expo this July 9-12th. The USBLN Annual Conference is the premier event for disability inclusion in business, and is the go-to convention to learn from leading companies and to network with other diversity and inclusion professionals.

The year’s agenda will bring together senior leaders across industries and functions, including human resources, technology and accessibility, diversity and inclusion, and supply chain. The conference focuses on how disability inclusion can be used to build a stronger workforce, innovative products and services, and a diverse and economically impactful supply chain.

While there, I’ll have the opportunity to learn from disability inclusion top influencers, who will share best practices and their approaches. Breakout sessions in the afternoon will allow me to connect with my functional peers, addressing some of our challenging topics such as enhancing our disability employee resource group or encouraging self-ID.

The plenary sessions bring disability inclusion leaders, like Rodney Martin, Chief Executive Officer at Voya Financial; Jenny Lay-Flurrie, Chief Accessibility Officer at Microsoft; and Senator Ted Kennedy Jr.

Here’s a list of the sessions that seem particularly relevant with impactful.

ROI for us:

* [Insert 3-5 breakout or plenary sessions]

As an attendee, I will return with content, new cross-industry relationships and best practices that we can implement immediately both at the functional and business levels. This is an opportunity for not only my professional development but knowledge sharing for our company. I’d like the opportunity to review this with you and discuss how we can best maximize my time while at the conference. Thank you for considering my request. I look forward to discussing the event in further detail.

Best,

[NAME]