ATTENDANCE JUSTIFICATION LETTER

Use the sample letter below as a starting point for putting together your request for attendance. Simply copy and paste the document into an email or Word document and personalize it as necessary. This letter will help outline the value that attending Event Tech Live London provides not just to you as an event professional but to your entire organization.

Dear [NAME],

I would like to request approval to attend Event Tech Live (ETL) to be held 15-16 November 2023 in London - www.eventtechlive.com

In a single trip, ETL gives me the opportunity to network with some of the industry's biggest names and the takeaways from the comprehensive educational program will benefit me and our company.

There will be over 100 sessions featuring speakers from companies like Slack, Bloomberg, Easyfairs, Shelton Flemming, Wonder and more with the addition of a wide range of networking opportunities.

As well as the two in-person days, I will also be given access to content which will be hosted online and be able to arrange video meetings across the full working week.

The event is aimed at the EMEA events market but will also attract business from around the World and showcases the latest technology suppliers helping events to innovate and evolve.

**[Delete as appropriate]**

*I have checked the registration criteria and I qualify for a complimentary ticket.*

Information on the Event Tech Live website shows how valuable attendees find the event:

95% would recommend future editions to colleagues

89% made valuable connections

87% acquired significant new information directly applicable to their work which wen implemented immediately improved processes and saved money or drove new revenue opportunities

84% shared information they obtained with colleagues passing on important information and knowledge to the wider team

I am really excited about attending and request additional approval for travel costs which are estimated below:

Ticket £0

Travel: £

Accommodation: £

Other Expenses: £

Total: £

Thank you in advance for your consideration and please let me know if you would like additional information about Event Tech Live, London.

Regards,

[NAME]

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