

NAMMBA CONNECT 2022 CONFERENCE

TO: [name]

FROM: [name]

RE: CONNECT 2022 Conference Proposal

I'm writing to ask for approval to attend NAMMBA's CONNECT 2022 Conference, held September 15th – 17th, 2022 in Orlando, FL. This is the only conference specifically focused on diversity and inclusion in the mortgage industry for sales and operations professionals.

The agenda covers a broad set of important and timely issues with respect to industry updates, compliance, operational excellence strategies, sales strategies, and professional development opportunities. In addition to the programming content, the exhibit area is full of vendor solutions and networking opportunities with Thought Leaders from across the industry. These speakers are great avenues to learn more about trends and best practices and ask questions unique to our business for input.

I'd like to focus on finding takeaways that could help solve these business challenges

- [add a business challenge]
- [add a business challenge]
- [add a business challenge]

Here's an approximate breakdown of associated event costs that will more than pay for themselves and help my professional development:

- Airfare: \$xxx [enter airfare]
- Hotel (3 nights @ \$209/night): \$627 [+tax, etc.]
- Registration Fee: \$xxx [\$295 thru 5/31/2022; \$395 thru 9/14/2022]
- Food and Incidentals: \$xxx [enter per diem estimate]
- **TOTAL:** **\$X,XXX**

I'm currently working on ways to reduce expenses, **and the earlier I register, the more cost-effective it will be.** I'll also submit a post-event report that will include an executive summary, major takeaways, and a set of recommendations that the team can benefit from. As applicable, I will share relevant information with key personnel throughout the company.

As you consider this, please look at last year's statistics (see attached infographic) on the event performance as graded by attendees. You can easily see there is value to be had!

Thank you for your consideration. I look forward to your reply.

Regards,

[name]