Subject: Request for Approval to Attend GIS Conference

[Date]

Dear [Manager's Name],

I would like to request your approval to attend the upcoming [2024 Annual IMAGIN Conference](https://imagin.org/annual_conference_home). IMAGIN (Improving Michigan's Access to Geographic Information Networks) is a professional development organization committed to providing opportunities for its members to learn from and network with professionals who are using, creating, or maintaining spatial resources within Michigan.

The conference will take place on June 2-4, 2024, at Crystal Mountain Resort in Thompsonville, Michigan. This is the largest gathering of Geographic Information Systems (GIS) professionals in Michigan and has been held for over 30 years. I believe that this event presents a valuable opportunity for both [Your Organization] and myself. Here are some key reasons:

**Professional Development and Skills Enhancement:** The conference brings together professionals in the field of geospatial technology. Workshops and presentations from these experts will provide practical insights and skills that I can bring back to our team, including knowledge about the latest methodologies and tools. I believe my attendance will especially benefit these three projects that we are working on at [Your Organization]:

1.

2.

3.

**Cost-Effective Learning:** Most GIS conferences are out of state. By attending this local conference, we can take advantage of cost savings associated with reduced travel expenses. This means we are managing expenses responsibly while still investing in professional development opportunities. Member registration is $375 and includes all conference sessions and materials, as well as breakfast and lunch on Monday and Tuesday.

I am happy to share insights and knowledge gained from attending the 2024 IMAGIN Conference with the rest of the team upon my return, as well as discuss opportunities to improve our GIS work based on what I learn. Thank you for considering my request!

Sincerely,

[Your Name]