Dear [Recipient's Name],

I am writing to express my desire to attend the [Blacks in in I/O Psychology](http://blacksinio.org/) (BIOP) Annual Conference, scheduled to take place in **Atlanta, GA** from **February 22 - 23, 2024**. The BIOP Annual Conference focuses on empowering Black professionals and allies in the field, providing a unique opportunity to exchange ideas and develop professionally. I am confident that my attendance at the BIOP Conference will be an investment that yields substantial returns for our organization. I would like to request approval to attend.

During this conference, I will have the privilege to engage with industry experts and thought leaders, delving into discussions on cutting-edge topics surrounding the Society of Industrial Organizational Psychology’s 2024 [Work Trends](https://www.siop.org/Business-Resources/Top-10-Work-Trends). Furthermore, the conference provides an exceptional networking opportunity, allowing me to connect with businesses and professionals. By fostering new relationships and strengthening existing ones, I believe I can uncover innovative solutions to our everyday challenges and establish valuable partnerships that will propel our organization forward.

I intend to participate in the following sessions to enhance my professional growth:

The following list details Exhibitors/Sponsors with whom I intend to engage to benefit our organization.

Please see the costs associated with attending the BIOP Annual Conference below:

|  |  |
| --- | --- |
| Travel (Airfare/Train): |  |
| Lodging: |  |
| Registration Fees: |  |
| Miscellaneous: |  |

This investment promises increased efficiency, tried-and-tested solutions, as well as fresh insights and ideas. Additionally, I will compile a comprehensive report detailing my key learnings and suggested actions for our team.

Your approval is greatly appreciated. Rest assured, I am committed to ensuring we extract maximum value from this event.

Thanks,