To: (Supervisor)

From: (You)

Re: IMPACT! CHOLearning 2025 hosted by the Community of Human and Organizational Learning

I’m writing to ask for approval to attend the Community of Human and Organizational Learning conference, June 16-20, 2025 in Columbus, OH. The conference is three full days of learning and exploring, and a chance to hear from experts on a number of organizational learning and improvement specific topics. June 16 and 20 are a pre-conference and post-conference days with opportunities to explore several topics in depth in a small setting with like-minded professionals and thought leaders. Early bird registration through April 11, 2025 is $1,795 and is a cost-effective way to ensure that we’re getting the most from our CHOLearning investment.

€ I have submitted a proposal for a presentation, and it has been accepted. [name of presentation]

€ I am a CHOLearning conference volunteer.

€ I am leading [name of program or effort] to be explored at the conference.

€ I’ve been selected to lead [Name of initiative] requiring contacts that can be most easily made at conferences.

€ I would like to attend this conference for professional development in a specific area of my job.

This is the one conference each year that provides an invaluable opportunity to network, collaborate, and build relationships with practitioners and thought leaders. The information I bring back:

    • Helps my work group stay on the forefront of engaging the workforce to improve our systems, operational learning, and outcomes.

    • Includes actionable advice and tactics for moving our organization forward.

I’ll also meet representatives of leading-edge companies offering advice and successful examples of implementation and improvement.

Our organization’s reputation gets stronger when I participate actively in my profession and demonstrates [our organization] is committed to professional development, innovation, and improving outcomes.

   Here are some of the relevant sessions I would like to attend:

    • [add session]

   • [add session]

   • [add session]

Approximate breakdown of conference costs:

 Airfare: $ XX

Transportation: (round trip taxi from airport to hotel) $ XX

Hotel: (3-5 nights) $ XX

Meals: (3-5 days) $ XX

Conference Registration: $ XX

Total: $ XXX

I can schedule a post-conference meeting to provide a summary of the major takeaways and tips I learned to enhance our current ***Human Performance / Event Learning / Cause Analysis*** efforts.

Thank you for considering this request. I look forward to your reply.    

Regards, [Your Name]

Ps. Information about the conference can be found at the following link or by scanning the QR Code.

<https://www.cholearning.org/2025-learning-conference>

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