

Subject Line: Re: 2023 CLO Symposium Proposal

<<First Name>>,

I would like to attend the 2023 CLO Symposium, Oct. 16-18, in San Diego. For the first time in three years, this event returns to its original in-person format, gathering executives from the industry for thoughtful conversations sure to generate new ideas and strategies.

My primary objective is to learn about the latest learning technologies, trends and best practices and bring back new knowledge our organization can use to continue developing a high-performing workforce. The experience will both further my professional development and advance our department and enterprise as a whole.

Conference Theme — All Eyes on the Future: Building a Culture of Lifelong Learning

Over the past few years, we've tossed around words like agile, pivot and new normal until we're blue in the face. While the mere mention of these overused phrases may elicit a cringe or eye-roll, what it all adds up to is that the future of work will continuously demand new ideas, business models and skills. And to survive and flourish, our teams — and each of us as individuals — must embrace a lifelong learning mindset and culture. Attendees will explore how learning and development leaders are building and promoting these environments within their organizations, the challenges they face in doing so and how these efforts are supporting individuals in their career journeys and impacting business outcomes.

Unmatched Content

The three-day agenda features a wide range of high-level educational sessions that delve into today's most pressing issues and emerging trends. Programming also includes concise narrative presentations from practitioners sharing their experiences with innovative initiatives, keynotes offering fresh leadership perspectives, spotlight workshops on hot industry topics, partner workshops showcasing L&D solutions and more.

Valuable Connections

The Symposium will afford me unique opportunities to network and problem-solve with L&D professionals from leading organizations and receive on-the-ground intelligence about ways they are managing challenges and how new enterprise education solutions perform at their respective organizations.

Impact on *[INSERT NAME OF ORGANIZATION]* Initiatives

Attending the 2023 CLO Symposium is an outstanding opportunity for me to gain knowledge and actionable strategies I can apply to my work and current projects, including:

- <<insert project>>.
- <<insert project>>.
- <<insert project>>.

Savings

CLO is now offering 10% off registration, which is significant savings at this time! Use the code:
4A4ZNBBP4XV8

Upon my return, I also am prepared to debrief my colleagues and share the major strategies, key takeaways and action items I have learned while at the event.

I have provided a breakdown of approximate costs on the next page for your review. I hope you will consider my request and grant me approval to attend. Thank you for your consideration.

Regards,

<<Insert Your Signature>>