

Conference Approval Letter Template

Instructions:

1. **Choose your track below** (Technical, Business, or Executive)
 2. **Copy the template** that matches your role
 3. **Fill in the [bracketed sections]** with your specific details
 4. **Send to your manager**
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TECHNICAL TRACK

(For engineers, data scientists, ML engineers, and architects)

Subject: Conference Request – Woven (May 7, Toronto)

Hi [Manager's Name],

I'm requesting approval to attend the Woven Conference on May 7 in Toronto. This is the leading conference for women in data and AI, now in its 10th year.

What I'll focus on:

The Technical Track, which has covered topics like:

- Agentic AI implementation (speaker from IBM)
- ML model security and serialization attacks (speaker from Protect AI)
- Transformer-based recommendation engines and predictive profiling

This year's speaker lineup will be announced in the next few weeks and should address challenges like [the specific technical problem you're working on].

What this gets us:

- Implementation strategies for [current technical blocker] we can test immediately
- Network connections with engineers solving similar problems at scale
- Intelligence on [emerging tool/approach] before we commit budget

Investment: \$[include current price] registration + \$[travel amount] = \$[total]
(All meals included)

I'll share key takeaways with the team within 2 weeks, and we can decide which approaches to implement on [current project].

Let me know if you have questions.

[Your Name]

BUSINESS TRACK

(For product managers, strategists, analysts, managers)

Subject: Conference Request – Woven (May 7, Toronto)

Hi [Manager's Name],

I'm requesting approval to attend the Woven Conference on May 7 in Toronto. This is the leading conference for women in data and AI, now in its 10th year.

What I'll focus on:

The Business Track, which has covered topics like:

- Creative ways to drive adoption of data and AI capabilities
- Breaking visibility barriers and being valued in leadership conversations
- AI Won't Steal Your Job If You Build the Right Roadmap

This year's speaker lineup drops in the next few weeks and should address challenges like [the specific business problem you're working on].

What this gets us:

- Strategies for [current business blocker] we can implement immediately
- Network connections with strategists navigating similar organizational challenges
- Intelligence on [business approach] that could accelerate our work

Investment: \$[current price] registration + \$[travel amount] = \$[total]

(All meals included)

I'll share key takeaways with the team within a week and we can decide which strategies to implement on [current initiative].

Let me know if you have questions.

[Your Name]

EXECUTIVE TRACK

(For Directors, VPs, C-suite, senior leaders)

Subject: Conference Request – Woven (May 7, Toronto)

Hi [Manager's Name],

I'm requesting approval to attend the Woven Conference on May 7 in Toronto. This is the leading conference for women in data and AI, now in its 10th year.

What I'll focus on:

The Executive Track, which has covered topics like:

- Leadership in the Age of AI: Redefining Success
- Responsible AI governance and data ethics
- Building AI and data companies from scratch
- AI-driven security leadership

This year's speaker lineup drops in the next few weeks and should address challenges like [the specific leadership challenge you're facing].

What this gets us:

- Strategic approaches for [current leadership challenge] from leaders who've done it
- Network connections with Directors and VPs navigating similar challenges
- Intelligence on [strategic consideration] that could inform our planning

Investment: \$[current price] registration + \$[travel amount] = \$[total]

(All meals included)

I'll share key insights with leadership within a week and we can discuss how these strategies might apply to [current organizational priority].

Let me know if you have questions.

[Your Name]