<**Date**>

Dear <**Supervisor's Name**>,

I would like to attend the 32nd Annual Strategic and Competitive Intelligence Professionals (SCIP) International Conference and Exhibition, May 15-18, in Atlanta, Georgia. The conference will enable me to attend a number of education sessions that are directly applicable to my work and will allow me to network with a variety of association experts and colleagues from around the world. The theme of the conference is: **ENGAGING & DEVELOPING THE MODERN INTELLIGENCE WORKFORCE.**

The 2017 conference will focus on individual skillsets and linking key foundational abilities to the team’s organizational ability to make robust decisions and drive success. It will address the following questions:

* What are the skillsets required for preparing an individual for the intelligence profession?
* How can you, as a practitioner, ensure your toolbox of skills remains relevant for the future?
* What is the composition of a modern team and how do you manage outputs?
* How do you ensure your team influences decisions and steers the organization in the right direction?

The content of the conference will be organized in two different ways: by scope, and by topic area. Participants are free to choose among any of the session options per breakout timeslot.

In terms of scope, sessions cover one of the following sub-themes:

* **INDIVIDUAL SKILLSETS:** Sessions that focus on building an individual skill or set of skills to prepare the intelligence professional for the future
* **BUILDING YOUR INTELLIGENCE TEAM & FUNCTION**: Sessions that cover tactics and tools for building or strengthening your intelligence team and function
* **ORGANIZATIONAL DEVELOPMENT & CROSS DISCIPLINE COLLABORATION:** Sessions that will discuss strengthening collaboration between different disciplines and functions in order to steer the organization in an optimal direction.

Breakout sessions are also categorized by the following streams:

* **INTELLIGENCE FUNCTION:** Sessions that are broadly applicable to anyone in an intelligence function.
* **ADJACENT DISCIPLINES**: Sessions that delve into collaborations with other disciplines such as strategy, marketing, finance, and sales.
* **INDUSTRY VERTICALS:** Sessions that pertain to a specific industry such as healthcare, manufacturing, or IT.

I will be able to gain a portfolio of tools to utilize and explore before during and after the conference by learning comprehensive integrated intelligence insights and best practices from global visionaries in the field of intelligence. I will also be able to participate in networking events that are a fantastic opportunity to build relationships and learn from peers in similar industries and functions.

I am seeking approval for the registration fee, travel expenses, and lodging expenses while at the conference. A detailed cost breakdown is included on the following page:

As a SCIP member, the full price conference fee is $1,700 but can be reduced by $250 if we register before the early bird deadline, which is **February 28, 2017.**

Here is the breakdown of conference costs:

<**You will need to insert your travel cost numbers here** **– sample breakdown below>**

Roundtrip Airfare: <**$xxxx**>  
Transportation: <**$xxxx**>  
Hotel: **$199/night**  
Meals: <**$xxxx**>  
Conference Fee: **<$145.00>**

**TOTAL:**  **<$1400.00>**

*SCIP also offers company rate specials starting at $1,300 per person for 5 or more attendees and $1,350 per person for 3-4 attendees from the same company.*

The opportunity for me to develop better contacts and gain knowledge in specific areas of <**your area of expertise**> makes my attendance at the SCIP Conference is a wise investment.

Sincerely,

**< Your Name>**