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Dear [Approving Manager],

I’d like to request your approval to attend the **Chief Data & Analytics Officer Sydney (CDAO) event** on the 18-20 May, 2020.[**https://cdao-syd.coriniumintelligence.com/**](https://cdao-syd.coriniumintelligence.com/)

This exclusive event provides our organisation with the opportunity to connect with the leading data and analytics professionals to explore strategies and approaches for delivering actionable insights, and the effective use of data and analytics. I will be able to learn from these key leaders who will be addressing common challenges and providing solutions that will help us successfully take our data and analytics strategy to the next level.

This event’s key themes cover:

* **Awaken Data Investment and Opportunity**

Turning your analytics narrative into a success story. With data analytics at a crossroads it’s time to separate the grain from the chaff and ensure value.

* **Effective Risk Management for Data**

Understand specific instruments and tools that can be deployed to operationalise data governance and ensure security, privacy and the ethical use of data and AI.

* **Data-Informed**

Upskill, adapt and evolve. Learn how organisations are enabling change through entire cross-functional, data literate, agile teams who excel in consulting and communication skills.

I believe this is the one event in 2020 that we do not want to miss. Here’s a list of sessions I’d like to listen to, as I feel the return on my time investment would be twofold:

* *Session Title; Speaker Name, Job Title, Organisation*
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Additionally, I will return with all speaker presentations, which I can share with the team upon my return. Therefore, I’d like the opportunity to review the materials with you and discuss how we can best leverage my time at the event.

Thank you for considering my request. I look forward to discussing the event in further detail.

Sincerely,

[NAME]