Hello [insert boss’ name],

I would like your support in attending Women in Construction Summit on the 9th & 10th June at Olympia, London. It is one of the largest events in the industry, attracting over 1,200 inspirational leaders and industry experts from across the country.

Here’s a quick list of what to expect from the event:

Inspiration & Motivation

* Learning from some of the most successful women in the industry will help me to push the limits of my work productivity, learn new skills and stretch my comfort zone.
* There is a whole stage dedicated to improving my soft skills and offering career advice to help me fulfill my potential. Sessions include guidance on leadership, confidence, and how to manage relationships.

Inclusivity Discussions

* By seeing how innovative industry leaders approach inclusivity in Construction, I will gain new ideas on how we can incorporate these best practice strategies within our own business.
* There are also in-depth workshops specifically on these topics, which will improve my knowledge and skills.

Business Strategies

* These sessions will deliver expert insight on the most important issues facing the Construction Industry: strategies for attracting and retaining employees, and managing organisational change.
* I’ll be able to share key learnings to further our long-term success.

The breadth of knowledge, skills and inspiration I’ll gain will enable me to contribute even more value to our business and provide real return on investment.

With your permission, I’d like to book my ticket before the price goes up – I can save up to 40% on my ticket if I book by 1st May, 2020.

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| --- | --- |
| Costs |  |
| Ticket | **[Insert cost]** |
| Airfare and transportation | **[Insert cost]** |
| Hotel | **[Insert cost]** |
| Meals | **[Insert cost]** |
| Total Event Costs | **[Insert cost]** |

For more information you can visit the website here: <https://www.womeninconstructionsummit.com/>

Thank you,

[name]