

Dear {name},

I’m pleased to have the opportunity to ask for approval to attend Quantum by Brightflag on November 26th in Sydney. I would like to attend the 1-day conference to gain insight into the experience, frameworks, trends, and technology demos for corporate legal professionals that the day will provide.

The conference is a full day of panels, interviews, and presentations with corporate legal leaders in some of Australia’s largest and most notable organisations who have undertaken significant and successful projects with their legal teams and provides networking opportunities.

Speakers include a mixture of Chief Legal Officers, General Counsel, Directors of Legal Operations, and Senior Lawyers from Telstra, Suncorp, Toll, QBE, ANZ, ME Bank, Optus, QIC, NAB, and more.

Here is an approximate breakdown of the cost of just my own attendance

Airfare:

Hotel:

Meals:

Registration Fee\*:

Total:

\* dependent on the ticket purchase date

ROI

I believe the practical insights gained at this event will greatly benefit our legal team in our planning and execution of projects and how we engage and work with outside counsel. I’m willing to compile a report of the day to share with colleagues or schedule a meeting to cover takeaways from speaker presentations, panel discussions, and interviews.

Thank you for considering this request.

Sincerely,