**Subject:** Request for Approval to Attend the Mobility Exchange Summit

Dear [Manager's Name],

I would like to request your approval to attend the upcoming **Mobility Exchange Summit**.

This event will be held on Friday 1st and Saturday 2nd August 2024 at Cleveland Estate, Lancefield, Melbourne and is hosted by TEMi – the industry body for Global Workforce Management in Australasia. This event sets the benchmark for best practices, compliance, and innovation in global mobility and presents a valuable opportunity for me to gain crucial skills to help navigate change, future-proof our talent mobility strategies, and drive long-term workforce agility.

**Alignment with Business Objectives**

The Mobility Exchange Summit offers access to cutting-edge strategies, actionable solutions, and expert-led workshops that will directly benefit both my professional development and our organisation’s mobility program.

**How This Will Benefit Our Team and Company:**

By attending this 1 ½ day Summit I’ll be equipped with new tools, strategies, and connections that can immediately benefit our team. Specifically:

* **Strategic insights** on global mobility trends to enhance our policies and programs.
* **Improved mobility strategy:** Learnings from the summit will enable us to refine our mobility policies and drive greater efficiency in our talent mobility programs.
* **Interactive deep-dive sessions**, allowing me to work through real-world challenges and bring back actionable solutions for our team.
* **One-on-one supplier meetings** in the Networking Hub, enabling us to assess solutions, discuss challenges, and strengthen relationships with key service providers.
* **Compliance and risk mitigation:** Access to experts will offer insights on best practices for managing risk in global relocations and compliance challenges.
* **Opportunities to exchange knowledge with peers**, gaining fresh ideas to refine our mobility approach.
* **Team knowledge sharing:** I will ensure the knowledge I gain is shared with our team, through follow-up workshops or presentations, enabling collective growth.

One of the key advantages of attending this summit is that it requires very little time away from work. The event structure is designed to minimise disruption while delivering significant professional value:

* **Thursday (Check-in from 4:00 PM):** I would only need to leave work slightly early to travel. That evening, the Networking Hub will provide an opportunity for me to meet key service providers and discuss our organisation’s specific mobility needs.
* **Friday (Full-Day Deep Dive Sessions):** Unlike standard panel discussions, these sessions are designed to deliver intensive, high-impact learning, equipping me with practical solutions and future-focused strategies that will benefit our team.
* **Saturday (Half Day Interactive Roundtables):** While a small personal investment of time, these "Ask the Expert" sessions will provide a unique opportunity for me to engage directly with industry leaders, discuss specific challenges, and receive hands-on guidance tailored to our organisation’s needs. I see this as a worthwhile investment of personal time to ensure I bring back the most valuable and actionable knowledge for our team.

With only one full business day out of the office, I will return with relevant industry intelligence, valuable supplier connections, and a clear action plan to enhance our mobility strategy.

**Cost vs. ROI Breakdown:**

* Event Registration Fees: [Insert cost]
* Travel and Accommodation: [Insert travel costs]
* Total Estimated Cost: [Insert total cost]

*[insert below if a TEMi Talent Individual or Enterprise Member]*

As I am already a TEMi Talent Member, we can take advantage of discounted accommodation and Summit passes, reducing the overall investment.

*[insert the below if multiple people from your organisation would like to attend]*

If our team attends as a group, there is also a team discount, ensuring multiple team members benefit from the event while maximising ROI for our organisation.

The value of attending this event far exceeds the investment: The knowledge and connections gained will help us optimise our mobility program, mitigate risks, and improve efficiency, delivering a strong return on investment for our organisation. I will also ensure key takeaways are shared with our team through a structured post-event debrief.

TEMi is the most trusted and recognised voice in global workforce management across Australasia, and the Mobility Exchange Summit is a must-attend event for professionals looking to drive mobility excellence. The structure ensures maximum learning with minimal disruption to business operations, and the opportunity to engage with industry leaders in an immersive, high-impact format is unparalleled!

I am confident that attending will provide both immediate and long-term value to our team, and I would appreciate your support.

Please let me know if you'd like to discuss this further.

Best regards,
[Your Full Name]
[Your Job Title]
[Your Contact Information]