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2024 NBAA Leadership Conference – Justify Your Attendance

<Manager's Name>,

I am requesting approval to attend the upcoming 2024 NBAA Leadership Conference, a professional development conference designed for current and future leaders in all facets of the business aviation industry, scheduled to take place Feb. 5-7, 2024, in Palm Springs, CA.

This conference brings top industry leaders together and offers a unique opportunity for personal and professional growth, specifically focusing on networking, expert-led sessions and honing leadership and motivational skills. Conference highlights include:

- A lineup of dynamic keynote speakers who will share insights into the latest trends and best practices with an emphasis on leadership efficiency, adaptability and accountability. I'm particularly excited to hear from...
 - <Insert speaker 1>
 - <Insert speaker 2>
- Two full days of inspiring and motivating content that will challenge me to think outside of my current leadership practices and offer new tactics that I can implement immediately.
- Networking with like-minded peers from across the business aviation industry that can lead to new partnerships, clients, collaborative opportunities and more.

I have carefully reviewed all conference details and am confident that my attendance will be a strategic investment in my professional development and a valuable asset to our team. Here's an approximate breakdown of the cost to attend:

Registration Ticket - NBAA offers advance registration rates before Jan. 14, 2024 - YoPros receive 10% off registration fees using code: LC24-YOPRO	\$ [insert price]
Discounted Hotel - Book before the discount cut-off date of Jan. 15, 2024 - Complimentary shuttle service to the Westin will be provided to conference attendees staying at the Agua Caliente	\$295 x 3 nights
Flight and Other Travel Expenses - NBAA members are offered discounts on airline and ground transportation	\$ [insert total cost]
Conference add-on: Professional Development Program (PDP) Course - YoPros receive 10% off PDP registration fees using code: LC24-YOPRO	\$ [insert price \$850 member / \$995 non-members]
Total	\$ [insert total]

Once I return, I'll be eager to share my key takeaways with you and the team!

Thank you for your consideration.

<Insert Name>