Dear [Boss’ Name],

I recently received information on the **2019 Caribbean Insurance Conference** this June 2-4 in Cancun, Mexico, and after reviewing this year’s agenda, I would like to request approval to register to attend. All of the presentations will encompass the 2019 theme of **“The Shifting Landscape in Insurance: The Challenge of Change”**, and the planned sessions include a variety of forward-thinking insights on new technologies, working with millennials, and ways in which to rethink the customer experience – all of which I know we are interested in staying competitive in. More specifically, some of the presentations for 2019 include:

* Why Good Service is No Longer Good Enough
* Embracing Digital Change
* Blockchain Updates
* Parametric and Microinsurance
* Technology is Rapidly Changing: Will Insurers Keep Pace?
* Global Warming: Fact or Fiction?
* How to Make a New Age Insurance Executive
* Using Technology to Promote Wellness

As a registered attendee, I will receive access to all of these presentations while at the conference, as well as electronic copies of most presentations to refer back to after returning home. Knowing that, I think this is a great opportunity for us to receive research, best practices, and tactical advice from industry experts that we might not normally have access to. Furthermore, I would also enjoy the opportunity to simultaneously meet and interact with other attendees to hear how they are dealing with some of the same challenges we are facing, or get ideas on how we could improve our own processes.

The registration fee for the conference is $675 for LIMRA, LOMA or IAC members ($995 for nonmembers) if I register before April 8, and additional travel expenses would be approximately \_\_\_\_\_\_\_, based on the following expense breakdown:

Airfare \_\_\_\_\_\_\_\_\_\_\_\_

 Transportation \_\_\_\_\_\_\_\_\_\_\_\_

 Hotel (includes all food and beverage) \_\_\_\_\_\_\_\_\_\_\_\_

I really believe the agenda content, combined with the opportunity to network and learn from other attendees with similar responsibilities, will be a great professional development opportunity, and hope you will also see it as a worthwhile investment!

Thank you for your consideration, and please feel free to let me know if you have any questions or require more details before making a decision on whether to approve this request.

Sincerely,

[Your Name]

PS: You can visit [**http://iac-caribbean.com/conference**](http://iac-caribbean.com/conference) to see why it is worth the investment!