Dear [Boss’ Name],

I recently received information on the **2019 Asia Learning & Development Conference** this 15-16 July in Kuala Lumpur, and would like to request approval to register to attend. The event is being put on by LIMRA and the Malaysian Insurance Institute, and in reviewing the agenda it seems the planned topics are very much in line with areas we are interested in staying competitive in. All of the conference presentations will encompass the theme **“*Building and Supporting an Innovative Learning Culture*”,** and it will be a unique opportunity to receive research, best practices, and tactical advice from a variety of international industry experts. Some planned discussion topics include:

* Global Best Practices in Training
* Supporting a Culture of Learning
* Redefining Learning ROI
* Building Effective L&D Programs
* Engaging Millennials
* Attracting Gen Z Workers
* Innovative Learning Formats
* Making Training a “Want To” (Not A “Have To!”)
* Simple Tools for Developing Field Managers
* Transforming Learning with Technology
* Retaining Top Talent
* Successful Onboarding

As an 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. I would also enjoy meeting with other attendees to hear how they are dealing with some of the same challenges we are facing, and get ideas on how we might improve on our own processes.

The registration fee is US $825 for LIMRA or LOMA members [$925 for nonmembers] if I register by 14 June (prices increase $100 after this date), and additional expenses would be approximately **\_\_\_\_\_,** based on the following expense breakdown:

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

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

Hotel \_\_\_\_\_\_\_\_\_\_\_\_

Meals \_\_\_\_\_\_\_\_\_\_\_\_

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 [**www.limra.com/ALDC19**](http://www.limra.com/ALDC19) to read more about the conference before making a decision!