**Alaska State HR Conference Attendance**

 **Justification Letter**

To: **<manager name>**

From: **<your name>**

Date: **<insert date>**

Subject: Alaska HR Conference Attendance

Dear \_\_\_\_\_\_\_\_\_\_,

I would like to represent our company at the 2020 Alaska HR Conference, to be held May 14-15, 2020, at The Hilton Anchorage Hotel. The Alaska SHRM State Council represents all SHRM members in Alaska and provides professional development opportunities not only for their members but for the community. The group also provides its attendees with in-depth training sessions from industry experts, along with the opportunity to share experiences and best-practices information with colleagues facing similar challenges.

The conference has been pre-approved for 14 HRCI credits and SHRM PDCs (Professional Development credits) and will feature more than 30 educational sessions with various speaker tracks. I have identified several that make this event a must-attend! In addition, the conference welcomes approximately 325 attendees representing over 180 employers from over 25 communities throughout Alaska, providing me with an excellent platform to expand my network and discuss challenges, opportunities, and insights with like-minded industry professionals.

I’m seeking our company’s approval for the registration fee and travel expenses. Taking into consideration the comprehensive array of educational sessions, the daily networking opportunities, as well as the interactive exhibit hall showcasing the latest in HR products and services, the value of this conference far outweighs the costs. Pease note that if I register by **June 30, 2019**, I will save $100 off the registration fee.

The Alaska State HR Conference is the ideal opportunity to strengthen my skill set and make valuable contacts within our industry and profession. I would be happy to share the conference literature upon my return and hope that you agree my attendance would make a significant positive impact on our organization. To learn more about the Alaska HR Conference, please go to <http://alaska.shrm.org/conference>.

Thank you for your consideration,

**<Insert your name here>**