Subject: **Attending Collective Imagination 2023**

Hi [Name],

I’m writing to ask your approval to attend [Collective Imagination 2023](https://www.gallerysystems.com/collective-imagination-2023), Gallery Systems’s user conference. It’s taking place November 13-17, 2023, at the [Royal Sonesta Hotel](https://www.sonesta.com/royal-sonesta/dc/washington/royal-sonesta-washington-dc-dupont-circle) in Washington, D.C. Attending CI 2023 would be a valuable opportunity for me to develop my EmbARK skills and knowledge.

Collective Imagination begins with two days of pre-conference workshops on November 13 and 14. I would like to enroll in the below workshops, which I feel are timely and relevant to developing [institutional project or goal]:

* [workshop 1]
* [workshop 2]
* [workshop 3]
* [workshop 4]

After the workshops, Collective Imagination offers a full day of EmbARK speaker sessions, hands-on support, and networking events on November 15. EmbARK users will be gathering to share their best practices, projects, and experiences in collections management. It’s an incredible chance to gain valuable insights, which I can share afterward with you and our colleagues.

Conference registration is $275 for the one-day EmbARK track, and the workshops are offered at $350 per half-day session and $700 per full-day session. For accommodations, Collective Imagination attendees can stay at the conference hotel for a discounted rate of $189 per night (plus taxes), provided they book before the room block is fully reserved.

Thank you for considering my request! I believe Collective Imagination 2023 will deliver tremendous value for both our institution and my career development, and I look forward to discussing the subject with you.

Warm regards,
[Signature]