**JUSTIFICATION LETTER**

**Feel free to customize this justification letter for your approving manager to present reasons why attending the Disability:IN Annual Conference & Expo will be beneficial.**

Dear [Approving Manager],

I’d like to request your approval to attend the Disability:IN Annual Conference & Engagement Expo, July 15-18, in Chicago. The Disability:IN Annual Conference is the premier event for disability inclusion in business, and is the go-to conference to learn from leading companies and to network with other diversity and inclusion professionals.

According to the recent report “[Getting to Equal: The Disability Inclusion Advantage](https://www.accenture.com/us-en/company-persons-with-disabilities)” from Accenture, in partnership with Disability:IN and the American Association of People with Disabilities, companies that embrace best practices for employing and supporting more persons with disabilities in their workforce have outperformed their peers.

At the Disability:IN Annual Conference, this data will be discussed through break-out sessions and plenary discussions with senior leaders across industries and functions. The conference is applicable to various departments, including human resources, technology and accessibility, diversity and inclusion, supplier diversity and talent acquisition. At the end of the conference, all attendees will understand how disability inclusion can be used to build a stronger workforce, innovative products and services, and a diverse and economically impactful supply chain.

While there, I’ll have the opportunity to learn from disability inclusion top influencers, who will share best practices and their approaches. Breakout sessions will allow me to connect with my functional peers, addressing some of our challenging topics such as enhancing our disability employee resource group or encouraging self-ID.

The plenary sessions bring disability inclusion leaders, such as (insert speakers).

Here is a list of the sessions that seem particularly relevant:

* [Insert 3-5 breakout or plenary sessions]

As an attendee, I will return with content, new cross-industry relationships and best practices that we can implement immediately both at the functional and enterprise levels. This is an opportunity for not only my professional development, but knowledge sharing for our company. Thank you for considering my request. I look forward to discussing the event in further detail.

Best,

[NAME]