Dear [Manager’s Name],

On November 18th, the 2022 Project Management Symposium will be hosted [at the Gardiner Centre in St. John’s / virtually] and I would like to attend. The cost for my ticket is [$345 for in Person Member Attendees / $395 for In Person Non-Member Attendees / $245 for Virtual Member Attendees / $295 for Virtual Non-Member Attendees].

The event will offer online sessions from companies and organizations which include:

1. PAL Aerospace - **Ben Boehm** - *Now and Then - Aerospace Program Evolution*
2. PolyUnity - **Dan Brake** - *SCRUM - Tales from a Technical Startup*
3. City of St. John’s - **Christa Norman & Erin Skinner** - *Pivoting to Continually Create Value: Downtown Pedestrian Mall*
4. Provincial Health System - **David Diamond** - *Health Authority Merger*
5. techNL - **Florian Villaume** - *The Cutting Tech Edge of Newfoundland and Labrador*

During the event, I will have the opportunity to develop my project management skills, connect with other professionals in the project management industry for knowledge and best practice sharing, and learn how the industry is changing across the region. This will help me do my job better and add more value to [company/organization name]. I'd be happy to share insights with the team, and discuss how we might implement key takeaways.

Here is the event link: [Symposium 2022 | PMI Newfoundland and Labrador (pminl.ca)](https://www.pminl.ca/2022symposium)

I’d appreciate it if [company/organization/etc.] would support my professional development efforts by covering the cost of my ticket and allowing me to take the time to attend the conference. The deadline to buy tickets is [date].

Kind Regards,

[Employee Name]