

ACMP Change Management – Regional USA 2018 - Registration Request Approval

To:

From:

Re: **ACMP Change Management – Regional USA 2018: Conference Registration Request**

The Association of Change Management Professionals (ACMP) is the leading resource for access to change management education, information and networking. I am requesting your approval to attend ACMP's Change Management – Regional USA 2018, taking place November 1-2 in Atlanta, Georgia, USA.

This Conference is a premier, industry event because topics are hyper-focused on the latest industry insight and relevant for my career needs. Attending Change Management – Regional USA 2018 will help me discover creative solutions my fellow change managers have found helpful, stay current on innovative methods and tools and network with experienced colleagues and solution providers. In addition, the duration and location of the Conference makes travel more convenient.

Discovering the trends, best practices and case studies will allow me to get a better picture of where the industry is headed, so I can do my job at [insert company name] more effectively and take our programs to the next level for 2018 and beyond.

Attending this conference will particularly help me achieve objectives faster in the following projects:

- [add project or initiative]
- [add project or initiative]
- [add project or initiative]

The cost is [INSERT COST] for a limited time, which will include Conference registration costs as well as nearly all meals for the entire conference. In addition, it will also include access to all Keynote Speakers, Session Speakers and electronic access to all Conference materials. The earlier I can register, the less expensive it will be. I can also submit a post-Conference report including an event summary, major takeaways, tips, etc. that we can apply immediately to our projects.

Lastly, attending Change Management – Regional USA 2018 will allow me to earn considerable learning “credits” toward obtaining/renewing the Certified Change Management Professional (CCMP) credential. This credential will not only help validate my knowledge, experience and expertise around change management, but it will also be valuable to our company by adding credibility to our group and roles in this space.

Thank you for considering this request.

Regards,