



THE  
HR SOUTHWEST  
CONFERENCE™



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

The HRSouthwest Conference (HRSWC) is the premier regional educational and networking event for HR professionals, an immersive experience of innovation and growth. I would like to request approval to attend this year's event, Oct. 16-19, 2016, at the Fort Worth Convention Center. I believe my participation is critical to bring new approaches and leading-edge practices to our organization and to advance my professional development.

I'll be joined by almost 2,000 industry professionals, all eager to hear expert speakers explore the nature of HR's strategic role, the importance of personal and professional values, and the challenges and opportunities facing the future of human resources. Most importantly, I will learn how we can apply their findings to benefit our own endeavors.

I can earn up to 17 HRCI recertification credit hours and 17 SHRM PDCs (pending approval), and up to an additional 8 credits if I attend the Pre-Conference Workshops. **I plan to attend the following educational sessions to strengthen my professional development** (please visit [hrsouthwest.com/sessions](http://hrsouthwest.com/sessions) for schedule):

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)

In addition to more than 100 educational sessions and two relevant keynote addresses, HRSWC hosts a dynamic Marketplace of 200+ sponsors and exhibitors providing valuable solutions and services which could benefit our organization and our employees.

**I plan to meet with the following exhibitors to discuss what benefits they can offer our company** (please visit [hrsouthwest.com/directory](http://hrsouthwest.com/directory) for exhibitor listing):

- 1)
- 2)

- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)

**Cost summary to attend HRSWC:**

Registration	\$_____	includes lunches, breaks and networking events
Pre-Conference Workshops	\$_____	
Hotel	\$159 - 215 per night x _____	nights
Airfare	\$_____	
Car rental	\$_____	
Incidentals	\$_____	
Total estimated cost	\$_____	

Thank you for your consideration. I look forward to returning with innovative take-a-ways to share with you and the team.

Sincerely,