**Budget Approval Resource**

To:

From:

Re: Request for Approval: **Circularity 24 conference**

I would like to attend the [**Circularity 24**](https://www.greenbiz.com/events/circularity/2024?utm_medium=gb-site&utm_source=justification-letter&utm_campaign=c24&utm_content=-live-) conference, taking place May 22-24, 2024, in Chicago, IL.

Circularity 24 is the leading convening of visionaries and practitioners building the circular economy. By participating, I will have the opportunity to form valuable connections with 2,000 leaders in the circularity community that will equip me with the ability to build partnerships and knowledge necessary for our organization to accelerate the transition to a circular economy.

The conference will feature more than 250 speakers and 60 sessions across six program tracks – Business Innovation & Strategy, Next-Gen Products & Packaging, Supply Chain Transformation, Enabling Policies, Materials Revolution, and Stakeholders & Social Impact.

Some of the benefits I expect to get from participating in Circularity 24 are:

1. Getting up to speed on the latest trends impacting the transition to a circular economy
2. Engage in strategic networking with peers and potential partners across industries and sectors
3. Learning about emerging market-ready products and services

Here is an approximate breakdown of the cost of attending. If I register by [Enter current rate expire date] we will save [enter dollar amount].

Registration:

Airfare:

Transportation:

Hotel:

Meals:

Total:

Since Circularity 24 offers learning and networking opportunities across so many different departments and functions, it would be a great opportunity for our company to take advantage of the Circularity 24 Group Package of 10 All-Access Passes for a simple, flat rate. [**Fill out the request form**](https://www.greenbiz.com/events/circularity/2024/group-package?utm_medium=gb-site&utm_source=justification-letter&utm_campaign=c24&utm_content=-live-)to learn more about the Group Package. If we are unable to send ten colleagues, groups of two or three can still register with a 20% discount and groups of four or more can register with a 30% discount.

I will submit a trip report post-event that will include a brief summary of the conference and my learnings. I’d also be happy to share relevant information with other staff members and departments.

Thank you for your consideration, and I look forward to your reply.