**Budget Approval Resource**

To:

From:

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

I would like to attend the [**GreenBiz 24**](https://www.greenbiz.com/events/greenbiz/2024?utm_medium=gb-site&utm_source=justification-letter&utm_campaign=gb24)conference, taking place February 12-14, 2024 in Phoenix, AZ.

GreenBiz 24 is the premier gathering of sustainable business leaders seeking hands-on, tangible solutions. By attending, I will have access to more than 50 tutorial, keynote and breakout sessions to learn what’s next in decarbonization, biodiversity, supply chains, strategic communications and much more. Seven tracks form the structure and content of the program, with a strong future focus and cross-cutting themes of social impact, justice and DE&I.

By participating in GreenBiz 24, I will have the opportunity to network with an unparalleled community of [**more than 2,500 professionals**](https://www.greenbiz.com/events/greenbiz/2024/who-attends?utm_medium=gb-site&utm_source=justification-letter&utm_campaign=gb24) including CEOs, CFOs, COOs, CIOs, heads of legal, supply chain, investor relations and more. Past attendees include leaders from Deloitte, Enel North America, Google, JetBlue Airways, Microsoft, Morgan Stanley, Rivian and Siemens.

GreenBiz 24 will host more than [**200 leading experts**](https://www.greenbiz.com/events/greenbiz/2024/speakers?utm_medium=gb-site&utm_source=justification-letter&utm_campaign=gb24) to share their insights and market trends. Past speakers include Michael Kobori — Chief Sustainability Officer at Starbucks, Melissa James — Vice Chairman at Morgan Stanley and Tim Chrisophersen — VP, Climate Action at Salesforce and more.

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

1. Get up to speed on the issues impacting corporate sustainability — and how those trends will impact our organization
2. Engage in strategic networking with 2,500+ leaders, peers and customers across industries and sectors
3. Learn about emerging market-ready products and services that can help our organization’s impact on Scope 3 emissions, ESG data and reporting, biodiversity and more

Here is an approximate breakdown of the cost of attending. If I register by [[Enter current rate expire date](https://www.greenbiz.com/events/greenbiz/2024/registration?utm_medium=gb-site&utm_source=justification-letter&utm_campaign=gb24)] we will save [enter dollar amount].

Registration:

Airfare:

Transportation:

Hotel:

Meals:

Total:

Since GreenBiz 24 offers learning and networking opportunities across several departments and functions, it would be a great opportunity for our organization to [**send a team of 3 or more at a discounted rate of 20%**](https://www.greenbiz.com/events/greenbiz/2024/registration?utm_medium=gb-site&utm_source=justification-letter&utm_campaign=gb24)**.** By attending, our team can get aligned on the latest sustainable business trends and best strategy for our organization.

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.