**Subject: Request for Approval to Attend GEO's 26th Annual Conference in Prague**

Dear [Budget Holder's Name],

I am writing to request approval to attend the [Global Equity Organization's](https://www.globalequity.org/events/prague-2025) (GEO) [26th Annual Conference in Prague](https://www.globalequity.org/events/prague-2025) from 28-30 April 2025. This flagship industry event is a premier gathering for professionals in global equity compensation and offers numerous benefits that align with our corporate goals and my professional development.

**Key benefits:**

1. **Continuing education**: Earn up to ten continuing education credits.
2. **Financial savings:** Early registration discounts and free attendance for issuers with speaking slots.
3. **Extensive learning:** Over 50 educational sessions covering crucial topics in our field.
4. **Valuable networking:** 10 structured events to connect with peers from 20+ countries.
5. **GEO Awards:** Attend the prestigious awards ceremony, celebrating industry excellence.

Joining the 92% of 2023-4 conference attendees whose learning objectives were met and the 88% who felt engaged throughout the event, I am confident this conference will significantly benefit my work and our company.

Thank you for considering my request. I am happy to discuss further how this opportunity aligns with our goals.

Best regards,   
[Your Name]   
[Your Position]