Dear \_\_\_\_,

As you know, keeping up with the latest HR trends and best practices while ensuring that we remain compliant with all of the federal, state and local employment laws is essential to our success. That is why I would like to request to attend the California State HR Advocacy & Legislative Conference taking place April 15 – 17, 2020 in Sacramento. I believe my participation is critical to bring new ideas and approaches to our organization and further my professional development.

This three-day event held at the Sheraton Grand will allow me to network with over 550 human resource and management professionals to hear California HR experts deliver up to date information on the current legislative climate, recent case law implications in employment practices, and best practices for establishing risk-averse practices under these laws in California.

The conference also has an Advocacy Track which would allow me the unique opportunity to meet with our legislative representatives and staff, to help shape future public policies and amplify HR’s voice at California’s state capitol.

The exhibitors will offer opportunities for networking and business that could have a positive impact on our organization. By meeting with industry partners, I can find solutions to everyday issues, as well as strengthen existing relationships. A full schedule of events can be found at [www.calshrmconference.org](file:///C%3A%5CUsers%5CDeliaORTIZ%5CDownloads%5Cwww.calshrmconference.org).

If I register by March 15, 2020, we will save $80 off the standard pricing. If I sign-up later, it would cost more, but it is still a great deal for the program they are offering.

In summary, this investment could save our organization hundreds - maybe even thousands - of dollars by ensuring we have the most up to date information regarding the new California laws and regulations. After returning, I will provide a summary of key takeaways and recommended actions.

I would appreciate your approval of this request and will work to ensure we get the full value of this event.

Thank you for your consideration –