



SHAPING TOMORROW
SERVICE DESIGN
GLOBAL CONFERENCE
22-23 October 2020 Copenhagen

Re: Service Design Global Conference 2020

Dear [manager name],

I'm writing to ask for approval to attend the Service Design Global Conference 2020 taking place on October 22-23, 2020 in Copenhagen, Denmark.

The conference is two days of talks and workshops led by service design experts with proven success.

In addition to breakout sessions with service design experts, I will also have the chance to interact with potential partners and customers on-site and via the conference app powered by Brella as go-to networking source during the event. This valuable tool will help to make more meaningful connections with attendees by setting up face-to-face meetings in the exclusive networking area on-site.

Here's an approximate breakdown of conference costs:

Travel costs	€ XX
Hotel stay	€ XX
Meals	€ XX
Registration fee*	€ XX
Total	€ XX

*Registration fee includes all materials, coffee, tea, water, snacks and lunch for the event as well as the entry to the after-hour conference reception on October 22, 2020.

I can schedule a post conference meeting with you to provide you with a summary of all major takeaways I learned to maximize service design quality. Additionally, I'll be able to share relevant information with key personnel throughout the company.

Thank you for considering this request.

I look forward to your reply.

Best regards,

[Employee name]