

CIC National Credit Conference Banff 2022

To:

From:

Subject: CIC National Credit Conference Banff 2022

I write seeking approval for myself/and x of our team to attend the Credit Institute of Canada's National Credit Conference Banff 2022 — Canada's largest gathering of credit professional, taking place June 14-17, 2022 at the Rim Rock Resort Banff, Alberta.

Attending this conference will:

- Upskill me/us at specialised learning sessions.
- Provide updates on the latest industry trends and changes in legislation.
- Provide connections with credit professionals with similar operations/challenges.
- Demonstrate the latest products, technology & services at the only credit specific trade expo in Canada

The agenda includes:

- Breakout sessions with deep dives into specific areas of credit
- Presentations by credit professionals providing insights into how they adapt to challenges we all face.
- Keynotes focused on emerging technologies like AI, automation and machine learning
- Networking opportunities with hundreds of credit professionals and thought leaders in the industry
- Post-conference access to presentations.

By attending, I will gain insights into solutions and opportunities for me/us to implement. With this in mind, I'd/we'd focus on finding solutions for these projects:

- [add project or initiative]

- [add project or initiative]

Here's a breakdown of expenses, which include discounted rates with conference hotels. To reduce costs, I'd like to register before Feb 28th, allowing access to early bird pricing.

- Airfare: \$ xxx
- Transportation (between airport and hotel): \$xx
- Hotel: (3 nights at \$xxx) \$xxx
- Registration Fee: \$ xxx
- Total: \$ x,xxx

I look forward to attending the National Conference and returning with ideas to strengthen our businesses credit function, drive ROI and reduce our firm's investment in working capital.

Thank you for considering this request and I look forward to your approval.

Kind regards