

SOCIAL CONNECTIONS SUMMIT — REQUEST TEMPLATE

Professional development opportunity

A template for requesting time and budget to attend

Hi **[Manager's name]**,

I'd like to request your support to attend the Social Connections Summit, a two-day virtual professional development program on **September 23-24, 2026**. I think it's a strong fit for the kind of work I do day to day, and I wanted to walk you through why.

Why I think this is worth the investment

The sessions are built around frameworks I can apply directly in my role, including:

- Communication and self-advocacy strategies for navigating complex professional relationships
- Leadership and boundary-setting practices for managing competing demands and priorities
- Focus and environment strategies that support sustained concentration and output
- Capacity and energy management frameworks for consistent, sustainable performance

Format

- Two days, fully virtual — **Sept 23 & 24, 10am-2pm CT**
- Live Q&A with speakers, plus session replays so I can revisit anything I miss
- No travel required

What I'll bring back

I'm happy to put together a short recap — written or a quick team share — so the takeaways extend beyond just me attending.

The ask

Registration cost

[\$47 if registered by July 14]

Time requested

[Two half-days, Sept 23 & 24]

Registration price increases after the priority window closes, so an earlier decision helps secure the lower rate.

Thank you for considering this — happy to answer any questions.

[Your name]

[Your role]

[Date]