

Hi [Manager],

I'd like approval to attend the OR Society Annual Conference, 8–10 September 2026 at the University of Nottingham. The event brings together professionals across operational research, data science and analytics to share practical insight and real case studies.

Attending would enable me to:

- Gain current insight in [field]
- Strengthen skills in [specific skill] for [project/goal]
- Build contacts for collaboration
- Share key learning with the team

Following the conference, I will provide a short summary and outline actions we can apply to our work. I will also present the insights to the team, and any relevant stakeholders.

The full pass is £675 + VAT. Costs can be reduced through:

- Membership discount
- Early bird rate of £445 (if booked by 7 May 2026)
- A one-day ticket at £350

Please let me know if I can proceed with registration. I'm happy to discuss budget and logistics.

Thanks for considering this and looking forward to hearing your thoughts on the conference.

Kind regards,

[NAME]