Use the below content to send an email to your manager. Update all items in yellow and customize expense estimates based upon your personal information.

Hi <Manager's Name>,

I'd like to request approval to attend the **Confidential Computing Summit**, happening June 16-18 at the San Francisco Marriott Marquis. It's one of the only industry events focused specifically on enterprise **AI infrastructure**, with a strong emphasis on **data privacy, IP protection, and secure model deployment** – which are directly relevant to our current work.

The speaker lineup includes senior leaders from **Microsoft, NVIDIA, Meta, Intel, IBM, and Google**, as well as top academic minds from **Stanford and Berkeley**. There are also hands-on workshops led by teams from **LangChain, CrewAI, and Galileo**, which would be especially valuable for deepening my technical understanding of agentic AI and secure deployment frameworks.

Here's what's included:
- Two full days of keynotes, strategy sessions, and panels (June 17–18)
- An optional technical workshop day focused on real-world LLM and infrastructure patterns (June 16)
- Networking opportunities with engineering and product leads from financial services, fintech, B2B SaaS, healthcare, and life sciences

I believe this event could help me bring back specific ideas and connections that will help us with [insert a project, initiative, or pain point your team is facing – e.g. scaling internal AI tools, improving our model governance, reducing risk exposure, etc.].

The full conference pass is **$695 (early bird), or $895 standard**, with workshop-only and day-pass options available.

I estimate total travel expenses (hotel, flights, meals) to be approximately [$X].

You can view the agenda and speakers here.

Let me know if you're open to discussing. I think this would be a high-impact learning opportunity for our team.

Thanks,
Best, [Your Name]