

[Your Name]
[Your Position]
[Company Name]
[Date]

Subject: Request to Attend Grace Hopper Celebration 2026

Dear [Boss's Name],

I'm writing to request approval to attend Grace Hopper Celebration (GHC) 2026, taking place October 27-30, 2026, in Anaheim, California. As someone committed to continuous learning and high-impact contribution, I believe GHC 26 will provide meaningful professional development, strategic industry insights, and valuable connections that will directly benefit my work and our organization.

Grace Hopper Celebration is the world's largest gathering of women and allies in tech and a leading platform for learning, networking, and advancing representation and opportunity in technology. The conference brings together thousands of professionals, industry leaders, and innovators for keynotes, technical sessions, career development programming, and community-based experiences. Registration may also include one year of AnitaB.org Premium Membership (depending on registration type), allowing attendees to stay connected to AnitaB.org programming and resources year-round.

I believe attending GHC 26 would deliver strong value for both my professional growth and the goals of our team in the following ways:

1. Professional Development and Skill Building

GHC 26 offers a wide range of workshops, expert-led sessions, and discussions focused on emerging technologies, leadership development, and best practices across the industry. I will return with new knowledge, tools, and actionable insights that can be applied immediately to my role and shared with our broader team.

2. Networking and Relationship Building

GHC creates a unique environment for connecting with peers, mentors, and leaders across the technology ecosystem. These relationships can lead to collaboration opportunities, new perspectives on solving challenges, and knowledge-sharing that strengthens our team. It also provides an opportunity to bring visibility to our organization and learn from other companies' approaches to innovation and talent development.

3. Industry Trends and Strategic Insights

Attending GHC 26 will provide exposure to the latest trends in technology, product development, workforce innovation, and leadership strategies. Staying current on these shifts is essential for maintaining competitiveness and long-term growth. I will bring back a short post-event recap highlighting key takeaways relevant to our department and organizational priorities.

4. Talent, Culture, and Employer Brand Value

Supporting attendance at GHC 26 reinforces our organization's commitment to professional development and inclusive leadership. Participation in a globally recognized conference strengthens our employer brand and signals that we invest in the growth of our people. It also supports retention and engagement by offering meaningful career development opportunities.

If approved, I will ensure we capture value from this investment by sharing insights with the team (including a written summary of learnings, trends, and session takeaways) and identifying specific ways to apply new strategies and ideas to our work.

Below is an estimated cost breakdown:

Estimated Costs

GHC 26 Registration (select one)

Academic Registration

- In Person: \$349 Member / \$649 Non-member (Early Bird) | \$449 Member / \$649 Non-member (Standard)
- Virtual: \$99 Member / \$299 Non-member (Early Bird) | \$199 Member / \$399 Non-member (Standard)

General Registration

- In Person: \$599 Member / \$999 Non-member (Early Bird) | \$699 Member / \$1,099 Non-member (Standard)
- Virtual: \$199 Member / \$399 Non-member (Early Bird) | \$299 Member / \$499 Non-member (Standard)

Limitless VIP Experience (In Person)

- \$999 Member / \$1,499 Non-member (Early Bird) | \$1,199 Member / \$1,599 Non-member (Standard)

Airfare: \$ _____

Hotel: \$ _____

Ground Transportation (Airport Transfers / Local): \$ _____

Meals & Incidentals: \$ _____

Total: \$ _____

Thank you for considering this request. I'm excited about the opportunity to represent [Company Name] at Grace Hopper Celebration 2026 and return with insights, tools, and connections that will benefit our team and strengthen our impact. I look forward to your guidance and approval.

Sincerely,

[Your Name]

[Your Contact Information]