



[Date]

Dear Supervisor,

I am excited to request your approval to attend the Kirkpatrick Summit 2024, a premier event celebrating 70 years of excellence in learning and development. Scheduled for June 4-6 at The Executive Training and Conference Center in Dulles, VA, this summit promises an immersive learning and performance experience, focusing on transformative educational practices.

The Kirkpatrick Summit is not just an educational symposium; it's a catalyst for driving effective and innovative learning strategies. It offers a unique blend of sessions on innovations in learning and performance, effective evaluation of critical programs, and practical experiences, tips, and strategies. This year, the summit also commemorates the 70th anniversary of the Kirkpatrick Model, a cornerstone in training effectiveness.

Here are the key reasons why attending this summit will be beneficial for our organization:

- **Advanced Learning:** Insights into the latest trends and best practices in training evaluation and effectiveness, crucial for our training programs.
- **Expert-Led Sessions and Panels:** Keynote sessions, panels, and interactive discussions led by field experts.
- **Certification Opportunities:** In-person certification programs for the Kirkpatrick Bronze and Silver levels before the main event, offering a deep dive into the Kirkpatrick Model.
- **Networking Opportunities:** A gathering of professionals from various sectors, providing an excellent opportunity for networking and knowledge exchange.

Additional Elements to Explore at the Summit:

- **Training Evaluation:** A focus on the latest techniques in training evaluation, ensuring our investments in training deliver measurable results.
- **Case Studies:** Insightful case studies showing how organizations achieve Levels 3 and 4 in training effectiveness.
- **Measurement Tips and Tricks:** Practical advice on measuring and maximizing training outcomes effectively.

- **Trends in Learning and Performance:** Exposure to the latest trends and innovations in the learning and performance space.
- **Building a Learning and Performance Strategy:** Strategies for creating a robust learning framework that aligns with our organizational goals.
- **Cultivating a Culture of Evaluation:** Understanding the importance of a culture that prioritizes and values evaluation.

My plan is to participate in the following key activities:

- Bronze & Silver Certification Programs (June 3-4)
- Keynote Session and “Ask Us Anything Panel” with Kirkpatrick Leaders (June 4)
- Interactive Sessions and Panels (June 5-6)

The estimated costs for attending the Kirkpatrick Summit 2024 are as follows:

Airfare: \$[XX]

Hotel: \$[XX]

Meals: \$[XX]

Registration Fee: \$[XX] (Early bird discount available until May 1st)

Bronze/Silver Certification (if applicable): \$[XX]

Total Estimated Cost: \$[XX]

Attending the Kirkpatrick Summit 2024 is an investment in enhancing our training effectiveness and staying at the forefront of learning and development practices. The knowledge and connections gained from this summit will significantly benefit our organization.

I also suggest considering the participation of other team members, especially from our HR and training departments, to leverage group learning and apply the insights more broadly within our organization.

Thank you for considering this request. I am eager to discuss this further and provide any additional information you may need.

Sincerely,

[Your Name]