



# OPERATIONS CALLING<sup>®</sup>

To: [Insert first name]

Subject Line: Here's why I can't miss Operations Calling 2025

Hi [Manager's Name],

I'd like to request your approval to attend Operations Calling 2025, happening in Boston from October 7-8. This is a unique, industry-leading event, focused on equipping operations professionals—like me—with the strategies, tools, and connections needed to drive business transformation and operational excellence.

Operations Calling will offer expert-led sessions, interactive workshops, live technology demos, and valuable networking opportunities with leaders and innovators from top organizations. I'll be able to explore the latest trends in AI-driven process improvement, digital transformation, and best-in-class operational strategies—insights I can bring directly back to our team.

Based on the innovative content and industry-leading speakers that Operations Calling provides, attending will significantly benefit key projects I'm working on:

- [Add project or initiative here]
- [Add project or initiative here]

[Here are some links](#) to past sessions that are highly relevant to our business needs:

- [Session Title 1]
- [Session Title 2]

If approved, I'll create a summary of sessions I plan to attend and ensure my takeaways—best practices, resources, and action items—are shared with our team for the broadest possible impact.

Here's a preliminary estimate of total costs:



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- Airfare: \$[Insert Estimate]
- Hotel: \$[Insert Estimate]
- Local transportation: \$[Insert Estimate]
- Meals: \$[Insert Estimate] (most meals provided with registration)
- Full conference registration: \$[Insert Rate]
- Total Estimated Cost: \$[Insert Total]

Why now:

By registering early, I'll secure the best pricing and be guaranteed access to workshops and hotel accommodations that fit our budget.

Thank you for considering my request. Please let me know if you need any additional information.

Best regards,

[Insert Name/Signature Here]