

Re-ignite Re-engage

NCPMI ANNUAL CONFERENCE 2024

Dear [INSERT NAME HERE],

I'm writing to request your approval to attend this year's [NCPMI® Annual Conference 2024](#) on Monday, August 26, 2024 at the Hilton Raleigh North Hills Conference Center in Raleigh, NC.

As North Carolina's largest gathering for project, program and portfolio professionals, the annual conference offers unique opportunities to learn, network, and gather new ideas. I believe my attendance is critical for my professional development and gaining ideas on how to be more efficient in my day-to-day work within our organization.

I will be joining over 500 professionals from North Carolina, South Carolina and Virginia areas who will also be taking part in innovative talks and learning what's new in the world of project management. The conference also offers many networking opportunities to talk to other project management practitioners in our industry, learning about new product solutions and services.

On top of all that, as the holder of PMP certification, I will be able to earn Professional Development Units (PDUs) to maintain my PMI certification.

Here are the costs of attending the [NCPMI® Annual Conference 2024](#):

- Hotel: [Rooms and Suites at Hilton Raleigh North Hills, Raleigh, NC](#).
- Travel Expenses (Flight): [TBD per individual](#)
- PMI® NC Annual Conference 2024 Registration Fee: \$149.00 **until June 5th**; \$199 June 6th to August 23rd; and \$229 on day of the conference
- Miscellaneous (meals/taxi): [TBD per individual](#)

I appreciate and look forward to your approval and will work to make sure we get the full benefit of this year's [NCPMI® Annual Conference 2024](#).

Sincerely,
[INSERT NAME HERE]