To:

From:

Re: IMPACT 2023 – May 2-3, 2023

I am seeking approval to attend ECI’s (Ethics & Compliance Initiative) global ethics conference, [IMPACT 2023](https://impact.ethics.org/), on May 2-3.

For two full days, ECI will bring together CECOs and other senior industry executives from around the world to the Hyatt on the Hudson in New Jersey City, NJ. Global giants like **Boeing, Assurant, BP, OneTrust, KPMG, Procter & Gamble and more** will convene for main stage presentations and carefully curated [breakout sessions](https://impact.ethics.org/sessions/) following three tracks (Corporate Integrity, Technology and Leadership).

The world-class roster of speakers include **Alex Edmans**, best-selling author of “Grow Your Pie: How Great Companies Deliver Both Purpose and Profit”; **Andrew Weissmann**, Professor of Practice at NYU’s Center on the Administration of Criminal Law, and former Fraud Section Chief for the Department of Justice; **Sally Yates**, Former Deputy Attorney General and partner in King & Spalding’s Special Matters & Government Investigations practice; and **Patricia J. Harned**, CEO of ECI (the growing list of speakers and sessions is [available here](https://impact.ethics.org/speakers/)).

**The total cost would be about $2,723, broken down as follows:**

* Airfare $ 500
* Hotel (3 nights at $299 – special savings until 4/4/2023) $ 687
* Meals (most are provided by the conference) $ 50 (airport food while traveling)
* Ground Transportation $ 80
* Registration Fee $ 1495 for ECI Members ($1595 for Non-Members)

**Total Costs for IMPACT Conference is about $2,723**

**Certification Class**I’d like to arrive a day early and attend training on May 1st to earn my Leadership Professional in Ethics & Compliance (LPEC) certification. The cost of the training, including the exam is:

* $1045 for ECI Members
* ($1245 for Non-Members)
* Additional Room Night at Hotel for LPEC attendance $299

**Total Costs for IMPACT Conference plus LPEC Certification is $4,067**

As always, I’ll work to keep expenses to a minimum. Following the event, I’ll develop a summary and set of recommendations for our team to help maximize our current investment in ECI and its programs. I will also share relevant information with key personnel throughout the company.

Thank you for your consideration of this request. I look forward to your reply.

Best regards,