



CIPD Annual Conference and Exhibition

Dear [Manager name],

I'm writing to request approval to attend the CIPD's Annual Conference and Exhibition: The solutions summit for the people profession, taking place at Manchester Central on 4 and 5 November 2026.

With significant changes in employment legislation, workplace AI and skills development reshaping the working environment over the coming months, attending will give our organisation a competitive edge while supporting my professional development.

Here is a summary of how attending will directly benefit our team and organisation:

- **Practical tools and guidance:** I will gain frameworks, examples and approaches that can be applied to improve workplace performance and productivity.
- **Relevant, evidence-led insight:** Four conference streams covering Digital Transformation, Change Management, Skills and L&D, and the Employment Rights Act will help me explore the priorities most relevant to our organisation.
- **Policy and research guidance:** Dedicated legal and policy sessions will provide practical guidance to help us prepare for new legislation, manage risk and respond effectively.
- **Professional connections:** I will exchange ideas with practitioners, experts and peers facing similar organisational challenges.
- **Shared organisational value:** Following the event, I will summarise the most relevant learning and recommendations for the team, including actions we can apply to our current priorities.

A Conference pass provides access to the full in-person event experience, including the curated conference programme, exhibition areas, networking opportunities and interactive features.

Colleagues can also claim a free exhibition ticket, giving the wider team access to the Insight stages, workplace solutions and networking opportunities. This could extend the value of the event across our organisation while my Conference pass provides access to the more in-depth strategic content.

Before attending, I would welcome the opportunity to agree the sessions and outcomes most relevant to our immediate business priorities, ensuring my time at the event delivers clear value.

Best regards,
[Your name]