**Humanitarian Human Resources conference online 2021 – Navigating accountability in HR**

***Template email to your manager or training budget holder***

*Template guide: HHR2021 wouldn’t be the same without you! If the cost or time commitment is a barrier to you attending this year’s event, we’re here to help. To make clear to your manager why you can’t miss the leading development and humanitarian HR conference, simply copy and paste the message below, tailoring the words in yellow to your situation.*

*If you have any questions or would like individual support, let us know at* [*HHR@chsalliance.org*](mailto:HHR@chsalliance.org)*.*

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Dear [name of your manager],

The upcoming [**Humanitarian HR (HHR) conference**](https://www.chsalliance.org/hhr2021-online/) is the leading conference for HR practitioners from the humanitarian and development organisations. For education, networking, and professional development, this event simply has no equal in the sector.

I believe my participation at this conference is critical to bringing new ideas and approaches to [name of your organisation] and to further my professional development. I would like to request approval to attend.

Organised by [CHS Alliance](https://www.chsalliance.org/), the event will take place **28-30 June 2021**, completely **online**.This year’s theme is **Navigating Accountability in HR.** If able to attend I would be among hundreds of people professionals hearing from experts and innovators talk about how to harness accountability to produce greater transparency, enhanced teamwork, effective communication, increased critical thinking and stronger alignment with our organisational outcomes.

HHR2021 will offer an environment for me to focus, exchange, connect, learn best practice and new perspectives with like-minded peers to help re-shape our organisation’s people function and strategy, all through the lens of accountability.

The cost to attend HHR2021 is just [xx - put the cost and the currency you are using] and will take place over only 12 hours of working time.

As the event is fully virtual, the time and financial commitments required are lower than those of a face-to-face conference. The investment in this learning opportunity will pay off in the new practices, solutions, insights and ideas I can bring back to the team and organisation. I will be able to provide a report of my key takeaways and recommended actions to our team, as well as a certification of participation if requested.

I appreciate your approval. I will work to make sure we get the full value of this event.

Sincerely,

Your name