

Want to attend but not sure how to bring it up with your boss?

We've created this sample letter to help you explain why it's important to attend. Feel free to use the full letter or parts of it.

#### SAMPLE LETTER

Hello {Boss},

I'd like to attend [Information Energy](#), taking place April 22–24.

Information Energy stands out as a focused, practical online event where professionals and leaders from around the world share knowledge, discuss innovation, and explore the future of our field. Presentations, workshops, showcases, and discussions foster both professional development and meaningful networking.

Here's why I believe attending is a worthwhile investment for our team:

**Expert Insights:** Over 35 sessions, including presentations, workshops, and tutorials covering best practices, tools, trends, and real-world implementation.

**Topics:** AI and New Technologies in TC, Content Strategy and Data Analytics, Future of Technical Writers, Multimodality and Accessibility in Technical Documentation, UX and UI Design, and many more.

**Valuable Networking:** Although it is an online conference, it includes networking opportunities and attracts a strong international community of technical writers and industry leaders. In 2025, 300 professionals from more than 25 countries attended, with more than 50% coming from Germany, followed by the USA and Austria. These settings offer an excellent opportunity to exchange ideas, share best practices, and build meaningful professional connections across borders.

**Direct Value for the Company:** I will return with valuable insights we can directly apply to our current and future projects. Open questions can be addressed in discussions and Q&A sessions during the event. I'll share key takeaways in a post-conference report or internal workshop so the whole team benefits.

**No Travel Costs:** As this event is hosted via Zoom, I can participate remotely.

To get a feel for what the conference is all about, check out the [program](#) and [speaker overview](#).

The **Early Bird** fee (valid until April 1) is **299€** (399€ regular fee, 249€ for tekomp members) and includes access to all sessions, presentation slides and recordings.

Thank you for considering this opportunity. I'm confident that attending will help me directly support our goals with new skills, connections, and insights.

Best regards,

[Your Name]