

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 [NORDIC TechKomm](#), taking place March 19–20, in Stockholm, Sweden.

I've researched many conferences, and this is THE conference for technical communication, technical writing, and technical documentation.

NORDIC TechKomm stands out as a relevant, focused, and practical event where professionals and leaders from across the world come together to share knowledge, discuss innovation, and explore the future of our field. With a format that is smaller and more intimate compared to larger conferences, it offers deeper networking, more personal interaction, and highly practical sessions.

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

Expert Insights: Over 20 sessions, including presentations, workshops, and tutorials covering best practices, tools, trends, and real-world implementation.

Valuable Networking: The conference includes networking formats and attracts a strong international community of technical writers and industry leaders. In 2025, 70 professionals from more than 8 countries attended, with more than 35% coming from Sweden, followed by Germany and Great Britain. 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 knowledge and insights that we can actively apply to our ongoing and future projects and processes. Potential challenges or open questions can be addressed through discussions and Q&A sessions during the event. The insights and experiences gained will be documented in a post-conference report or shared in an internal workshop to ensure all team members benefit from what I learn there.

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

The registration fee is 480€ (425€ for tekomm members) and includes access to all presentations, sponsored presentations, workshops, tutorials, and networking events. Coffee breaks and lunch are also included.

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

P.S. There's a "[Bring Your Colleague](#)" discount—so if you're also interested in attending, this could be a great chance to connect with potential partners or maybe even future team members.

Best regards,

[Your Name]