



WOMEN IMPACT TECH

How to Ask Your Boss to Attend a Women Impact Tech Accelerate Conference

So you want to attend our Women Impact Tech Accelerate Conference but you need approval to attend from management? Let us help with these four easy steps.

Step 1: Get comfortable with Accelerate Conference details and layout

Before you talk to your boss about attending the conference, you should familiarize yourself with our conference agenda and keynote speakers.

- Ask yourself- what are your short-term and long-term goals for attending?
- Which sessions are you most interested in and why?
- Research the attendee and speaker demographics (we've got a lot of great companies that attend who prioritize diversity, innovation, and inclusion!)
- Confirm dates and times don't conflict with any crucial job meetings or responsibilities
- Share the mission of the Conference and Women Impact Tech

Need help sharing the overall mission of Women Impact Tech? Here is a blurb you can share with your manager.

"Women Impact Tech is a community - a safe haven- for collaboration, professional growth and belonging that will inspire, educate, empower, and advance women in technology. Our mission is to advance gender equity so that women can thrive in their careers and organizations can build productive, diverse, and inclusive teams."



Step 2: Create a mock agenda to show which workshops and sessions you'd like to attend

Our conferences are very educational, featuring keynote speakers, tech workshops, panel discussions, and info sessions. We suggest creating an outline for which sessions and workshops you'd like to attend.

- Which of the sessions will help you achieve your goals and provide value to your organization?
- Each of our conferences features dynamic and thought-provoking keynote and panelist speakers. Their stories and tips for success are meant to inspire and help you grow as a women in tech. Make a plan for which speakers you'd like to network with. Develop a few questions that you'd like to ask the speakers and share them with your boss ahead of the conference.

Step 3: Outline your top three reasons for attending

You will want to explain in simple terms why the Accelerate Conference will be beneficial for you to attend. We'll make it easy for you, here are three reasons to attend.

You Will Get Knowledge and Insights

Professionals at the top of their game will share their experience and expertise by leading info sessions. We'll have keynote speakers who will inspire and motivate and thought-provoking dialog through our panel discussions.

You Will Make Meaningful Connections

You will be part of a community of thousands of women, and tech professionals who have walked a similar path. We will have networking time and fun events planned.

You Will Have Access to Career Guidance

We have progressive companies attending who are committed to diversity and inclusion. Network with the companies and share ideas on what makes them a successful company.

Step 4: Send a formal request letter to your boss

Develop a formal letter that is compelling enough to help your boss make an informed decision. Here is a sample letter to share with management:

Hi [Supervisor's name],

I would like to attend the Women Impact Tech Accelerate Conference on [DATE] at [LOCATION] because it celebrates the empowerment of women and gives us an outlet to build a supportive community in the tech space.

I will get the opportunity to listen to keynote speakers, panel discussions, tech demonstrations, participate in mentee/mentorship workshops, and various networking opportunities. Through the fellowship of Women Impact Tech, I hope to bring new strategies and tactics to better assist with diversity, equity, and inclusion to our team and organization.

As a result of attending this event, I intend to strengthen my skills in:

Goal 1:

Goal 2:

Goal 3:

I am confident that my attendance at Women Impact Tech Accelerate will greatly benefit my work at [Company]. After attending, I would love to share the takeaways with my teammates, including those that we could implement in our current roles at [Company].

More information about this event is available [here](#) (link to WIT website).

Best,

[Your Name]

We hope you found this information helpful, and we look forward to seeing you at our next Accelerate Conference!