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**2023 ACC Annual Meeting—Justification Letter**

**Please customize.**

Dear <Insert supervisor’s name>,

I would like your approval to attend the 2023 ACC Annual Meeting, October 22-25, in San Antonio, TX, USA. This event is the world’s largest gathering of in-house counsel. The professional development opportunities are many, and attending will support our future business objectives.

Here’s what makes attending the ACC Annual Meeting such a valuable investment:

1. **The right subject matter.** This year's conference is packed with practical, interactive learning formats that will help me dig deep into critical subject matters.

I will choose from an array of sessions on timely, relevant topics, and customize my education experience to sharpen my legal skills and hone-in on our company’s most pressing issues and responsibilities, such as [insert a sampling of topics of interest to you].

1. **Expert presenters.** I will hear directly from an impressive group of legal industry thought leaders from [insert company names of speakers on sessions of interest].
2. **Unparalleled networking.** I will exchange ideas and brainstorm solutions with colleagues from around the globe with 30+ hours of networking opportunities.
3. **Tools and solutions.** I will have the opportunity to get up-to-the-minute information from dozens of law firms and legal service providers, such as [insert law firms or legal service providers whose tools or solutions you will find helpful].
4. **CLE/CPD credit.** I will get the professional development I need and earn up to the maximum number of credits based on my jurisdiction’s approvals of Annual Meeting sessions.
5. **Our future success.** In this post-COVID world, it's vital for me to keep pace with changes in regulations and what they mean for both the company and my role, and elevate my practice and our law department to a new standard of excellence.

Upon my return from the ACC Annual Meeting, I will share the new ideas and key takeaways with the team to help grow our success.

I’ve provided the cost to attend the ACC Annual Meeting and a features and benefits worksheet that specifically targets our company’s current needs and how attending this event can help provide answers for our business objectives.

Based on a survey of 2022 Annual Meeting attendees, 98% of respondents would recommend the Annual Meeting to colleagues, and 97% will attend the Annual Meeting again. I’m sure that you will agree that my attendance at the ACC Annual Meeting is an excellent use of my time and will provide a good return on investment for our organization. Thank you for your consideration.

Best regards,

<your signature>

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**MAKE THE CASE**

JUSTIFICATION DASHBOARD

Complete the following form and share it with your supervisor.

**What is the cost of you attending the meeting?**

[*Registration*](https://www.acc.com/annualmeeting/rates)*,* [*hotel*](https://www.acc.com/annualmeeting/hotel)*, travel, etc.*

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**Who is going to be there?**  
*What relationships will you gain? Are there meaningful connections you can make?*

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**Are there influencers who will be there?**

*What differentiates this meeting? What are you getting here that you can’t get somewhere else?*

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**Are there any testimonials from people who have attended in the past?**  
*Check out* [*what previous attendees have said*](https://www.acc.com/annualmeeting/why-attend) *about the ACC Annual Meeting.*

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**List at least four of the** [**sessions**](https://accmeetings.mtiley.com/events/AM23/Agenda.aspx)**, with speaker names if available, you plan to attend.**

|  |  |
| --- | --- |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |

**What answers can you find there for problems your company and legal team are trying to solve?**  
*List* [*session names*](https://accmeetings.mtiley.com/events/AM23/Agenda.aspx)*, speakers,* [*exhibitors*](https://www.acc.com/annualmeeting/sponsors)*, etc.*

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**How will you value the experience of this meeting?**

*The cost of the problems you are trying to solve, the answers you are looking for, the people you will*

*meet, the* [*CLE/CPDs you will earn*](https://www.acc.com/annualmeeting/FAQs#paragraph-id--71921)*, etc.*

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