



ACC Association of
Corporate Counsel

CORPORATE COUNSEL UNIVERSITY®

JUNE 9-11, 2025 • NEW ORLEANS

2025 ACC Corporate Counsel University®—Justification Letter

Please Customize

Dear <Insert supervisor's name>,

I would like your approval to attend the 2025 ACC Corporate Counsel University® (CCU), June 9-11, 2025, New Orleans, Louisiana, USA. This event is specifically designed for those new to in-house practice, in-house lawyers with less than five years of experience, as well as those who simply need to sharpen their basic practice skills. The professional development opportunities are many, and attending will support our future business objectives.

Here's what makes attending the ACC Corporate Counsel University® such a valuable investment:

- **The right subject matter.** I will shorten the new to in-house learning curve with practical sessions such as [insert a sampling of topics of interest to you].
- **Network.** I will exchange ideas and build a reliable professional network with other in-house rising stars.
- **Invaluable tools.** I will improve my interpersonal skills to communicate effectively.
- **Guidance.** I will receive guidance on building my in-house career and how to demonstrate value to our company.
- **CLE/CPD credit.** I can earn up to the maximum number of CLE/CPD credits approved by my jurisdiction by attending this program.

At CCU 2024 in Denver, CO, **98%** of survey respondents were satisfied with the program content and **100%** would recommend CCU to other in-house counsel.

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

I've provided a breakdown of approximate costs to attend CCU, 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.

I'm sure that you will agree that my attendance at the ACC Corporate Counsel University® 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 to attend the conference?

Registration, travel, hotel, membership fees if any.

Who is going to be there?

What relationships will you gain? Are there meaningful connections you can make? Which companies are represented by last year's CCU attendees? (Are any of those companies in the same industry as yours?)



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Why is this THE right conference for you?

What differentiates this conference? What are you getting here that you can't get somewhere else?

What answers can you find at CCU for problems your company and legal team are trying to solve?

Refer to CCU 2025's [sessions](#) and [sponsors](#). Additionally, what are some of your goals or challenges, that attending the conference could help you achieve or solve?



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List at least four of the sessions or topics, with speaker names if available, you plan to attend.

See [here](#) for CCU 2025's topics.

How will you value the experience of this conference?

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, etc. See [here](#) for the number of CLE credits, by jurisdiction, that CCU 2024 was approved for.

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