



TO:

FROM:

**SUBJECT: Why I should attend GBTA Conference 2022 – Brussels in Partnership with VDR, 8-10 November 2022.**

I would like to attend **GBTA Conference 2022 – Brussels in Partnership with VDR**, an educational and networking conference in Brussels where other business travel colleagues will be present. The conference will offer a unique opportunity to learn about industry developments; meet with existing and new potential suppliers and extend my network in the industry to the benefit of our organisation.

1. The conference will offer 20+ business travel education sessions. These sessions will address the issues that we face and inform us how to implement and achieve optimal outcomes within our organisation.
2. There will be 60+ exhibitors represented, some of whom we already work with, others who may offer tools and solutions to improve our programme,
3. There will be 800+ delegates from more than 20 countries – an extended network like this is invaluable for benchmarking; local market knowledge and fast tracking solutions to issues we as an organisation may face.

This event runs from November 8-10 in Brussels, Belgium.

It is an opportunity for me to network and benefit from the insight of other business travel professionals who face similar challenges. Here are the goals I plan to accomplish:

1. Enter Goal 1
2. Enter Goal 2
3. Enter Goal 3

I have calculated an approximate breakdown of costs associated with my attendance:

Conference Registration *This includes access to all education sessions, networking, the Expo Hall	£
Accommodations estimate	£
Flight estimate	£
<b>Total</b>	£

I believe my attendance at GBTA Conference will provide me with new ideas and strategies to elevate travel management in our organisation. Once I return, I can provide a report of my key takeaways

(RE)CONNECT  
(RE)IMAGINE  
(RE)CREATE



GBTA +



Europe  
Conference  
2022

Brussels  
8-10 November

and share new trends and strategies with the team. I will work to make sure we get the full value of this event.

Thank you for your consideration.

Sincerely,  
**Your Name Here**