

Subject: Request to Attend Game Developers Conference® 2020

Dear [\[decision maker name\]](#),

I'm writing to request your approval for me to attend the Game Developers Conference® (GDC), March 16-20, 2020 in San Francisco. GDC is the world's largest professional game industry event with five full days of sessions covering many disciplines, including Programming, Design, Production & Team Management, Visual Arts, Virtual Reality for Games & Entertainment, UX, Audio, Advocacy, Business, Marketing & Management, and more.

I will have the opportunity to learn about the latest technologies and techniques, share best practices, and be inspired by attending the Conference, visiting the Expo, and networking throughout the week.

With your approval to attend, I will be able to:

Expand my knowledge – GDC features more than 750 sessions across targeted tracks and focused summits on a comprehensive selection of game development and VR topics taught by industry experts. [\[Select something from www.gdconf.com/conference-overview\]](http://www.gdconf.com/conference-overview)

Meet game development professionals – GDC attracts over 29,000 attendees, and is the primary forum where programmers, artists, producers, game designers, audio professionals, business decision-makers and others involved in the development of interactive games gather to exchange ideas and shape the future of the industry. [\[Learn more at www.gdconf.com/meetings-mentoring\]](http://www.gdconf.com/meetings-mentoring)

The approximate costs for my attendance:

Flight

\$XXX

Transportation (round trip from airport to hotel)	\$XXX
Hotel (at \$XXX per night)	\$XXX
Meals (5 days at \$XX per diem)	\$XXX
All Access/Main Conference Pass	\$XXX
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Total cost to attend:	\$XXXX

I will submit a summary of my learning and opportunities when I return, and circulate an action plan of recommendations for consideration and discussion. I will also provide a review of the event to inform your decision on any future attendance by colleagues.

Thank you for your consideration. Please don't hesitate to call me if you would like to discuss or need additional clarification. I look forward to your reply.

Kind regards,
[requester name],