Dear (**Manager**),

I am writing to request approval to attend the CITMA Paralegal Conference – Skills, strategies, and success, scheduled for Wednesday, September 11th, 2024. Tailored specifically to paralegals within the trade mark sector, this full day conference promises a valuable opportunity for my professional development and a worthy investment for (**Company/Firm**).

By joining the 2024 CITMA Paralegal Conference, I anticipate direct benefits to my professional development, including:

**BENEFITS:**

Customized learning experiences: Tailored sessions designed specifically for paralegals offer targeted learning opportunities for me to enhance my expertise in trade mark administration.

Develop leadership potential: I will gain insight into leadership opportunities presented by the conference, including sessions by experienced professionals within the paralegal field.

Gain industry insight: The event is a clear opportunity to gain comprehensive insights into evolving trends and emerging issues in trade mark law and intellectual property. Topics will include evidence of use, domain registration strategies, UK IPO updates, recordals and assignments, and project management/data migration.

Elevate professional competence: I will enhance my practical skills and strategies to advance my career prospects and benefit my work at (**Company/Firm**).

Explore business growth: I will be able to expand the firm's professional network through delegate interactions, potentially leading to new business opportunities and partnerships.

**COSTS:**

I have included a breakdown of the costs associated with attending this event.

Delegate – member - early registration (until 31st July): £240

Delegate - non-member early registration (until 31st July): £275

Delegate – member - (until 28th August): £ 270

Delegate - non-member (until 28th August): £305

Estimated travel costs: **£\_\_\_\_\_**

Total estimated costs: **£\_\_\_\_\_**

**INVESTMENT:**

I firmly believe that my participation in the CITMA Paralegal Conference will yield substantial benefits for both my professional growth and our (**Company/Firm**) trade mark practice. The investment in my attendance is relatively modest considering the invaluable knowledge and connections I stand to gain.

Upon my return, I am eager to share the insights and key takeaways from the conference, providing actionable strategies that we can implement immediately within our trade mark practice. Additionally, if desired, I can organize a summary session for the team to ensure the dissemination of relevant information.

Thank you for considering my request. I am confident that my participation in the CITMA Paralegal Conference will prove to be a worthwhile investment for our firm. I look forward to your response.

Kind regards,

(**Name**)