



PMI Portugal Annual Conference 2024

October 11 and 12, Matosinhos, PT

Dear [Manager/Director's Name],

I am writing to request approval to attend the PMI Portugal Annual Conference.

The Project Management Institute (PMI) is the leading international organization for project management worldwide, and PMI Portugal is the official representation of the institution in our country. They are organizing the PMI Portugal Annual Conference 2024, and the chosen theme for this year is "BE THE CHANGE."

I am convinced that my participation in this conference is crucial for my professional development and also for improving our organization's daily work.

The conference will take place on October 11 and 12 at Porto Business School in Matosinhos. I will join approximately 200 professionals from across the country and attend innovative presentations by internationally renowned experts in project management and leadership.

There will be several networking opportunities and a World Café on the morning of the 12th, where we will share project management experiences and co-learn.

[If applicable] As a PMI-certified project manager (include type of certification), I will also have the opportunity to earn Professional Development Units (PDUs) to maintain my certification.

After the conference, I commit to delivering a report with an executive summary, key messages, and a set of recommendations. I will also share relevant information with key people in our organization.

Below are the costs to attend this year's PMI Portugal Annual Conference:

- Registration:
- Hotel:
- Travel:
- Other:

Thank you in advance for your attention. I look forward to your favorable decision.

Sincerely,

[Your Name]