



Justification to Attend

Fedstival 2018

Washington, D.C.

To: [Manager Name]

From: [Your Name]

Re: Approval to Attend Fedstival 2018

Dear [Manager],

I am requesting approval to attend *Government Executive* and *Nextgov*'s Fedstival on [Specific Event Date] at the [Specific Event Location], in Washington, D.C. Please note, there is no fee to attend the event.

The annual Fedstival week is a series of different events focused on solving federal employees' biggest challenges to date. Topics covered include customer service, emerging technology, the future federal workforce, interagency collaboration, and much more. I am planning on attending the [Specific Event Title]. Top federal leaders and thinkers will be at the event to share case studies, new ideas, and practical solutions to issues that will help continue to move public sector agencies forward. At a time of constant change, this is an event I truly believe I will be able to benefit from, and I will come back with new ideas and recommendations that can be applied to [Your Agency].

By attending this event, I believe what I will learn and the peer network I will cultivate will enable me to be more effective in my role in the coming years.

The Details:

Date: [Specific Event Date]

Time: [Specific Event Time]

Website: www.fedstival.com

Highlighted speakers from previous Fedstival events include:

- Corey Coleman, Chief Component Human Capital Officer, FEMA
- Elias Hernandez, Chief Human Capital Officer, Small Business Administration
- Holly Ham, Assistant Secretary for Management, Department of Education
- Wynn Coggins, Deputy Chief Administrative Officer, U.S. Patent and Trademark Office
- Dr. Chris Gerdes, CIO, Department of Transportation
- Stacey Dixon, Deputy Director, IARPA

Best,

[Name]

[Title, Department]