



ATIGS 2018

**AFRICA TRADE AND INVESTMENT
GLOBAL SUMMIT (ATIGS)**

**WORLD BUSINESS WEEK ON
AFRICA**

CONFERENCE + TRADE SHOW

JUNE 24-26, 2018 | WASHINGTON, D.C

**Driving Trade, Unleashing Investment and
Enhancing Economic Development.**

Dear << supervisor's name >>:

I'd like to request your approval to attend the Africa Trade & Investment Global Summit (ATIGS 2018: Conference + Trade Show) coming up June 24-26, 2018 in Washington, DC. ATIGS is a unique high-level, prestigious, biennial business platform designed specifically to promote and facilitate international trade and foreign direct investment in Africa.

The event will bring together over 2,000 participants from more than 70 countries which consist of +120 high-level government officials, +350 global investors with interest in Africa, +800 companies looking to expand or establish their business operation in Africa, +300 companies from Africa sourcing for international partners, +130 trade promotional organizations (TPOs) and investment promotion agencies (IPAs) from various African countries all under one roof. The event will see the participation of more than 150 speakers, over 160 exhibitors, government delegations, project developers, business leaders, and global investors including pension funds, sovereign wealth funds, private equity and asset management firms.

During ATIGS 2018, I will have access to:

- More than 50 sessions, many of which are tailored to my specific interests and job responsibilities.
- A network of peers, with whom I can discuss challenges, strategies, and ideas for improving our practices.
- 13 co-located events under the umbrella of World Business Week on Africa powered by Africa Trade & Investment Global Summit.
- Companies in the exhibit hall, who can provide products and services to help our department function more effectively.
- Critical information and handouts, which I can bring back to our company. I'll also have the chance to understand the latest trends from industry leaders and guest speakers.
- Take advantage of one-on-one meeting opportunities with prospective business leaders, global investors, government officials, TPOs and TPAs.

In addition, I think that this would be a great opportunity to pick the brains of the senior-level attendees, during the many networking opportunities that they offer.

After reviewing the event areas of focus, I have identified several topics which will allow me to gain knowledge and understanding of how we can improve. I am specifically interested in the <<insert track names here>> track and believe that the information covered will benefit the company and myself.

I am requesting approval for travel and registration expenses. Below is an estimate of the costs associated with this event:

Airfare: \$[xxx]

Transportation (taxi, shuttles): \$[xxx]

Hotel: \$[xxx]

Meals: \$[xxx]

Conference fee: \$[xxx]

The total costs associated with attending this event: <\$xxx>.

The opportunity for me to develop better contacts and gain knowledge in specific areas of <your area of expertise> makes my attendance at ATIGS 2018 a wise investment—which will yield rich dividends for <name of your organization>. Other staff members in our organization will also benefit as I can meet with the team when I return to relay recommendations/action items. I will also pull together an actionable Post-Event Report for your review.

Please accept this proposal to attend, as I'm confident in the significant return we will receive for the small investment.

Thank you for your consideration.

Sincerely,

<your name here>