



TO:

FROM:

SUBJECT: Why I should attend **GBTA Sustainability Summit**

I would like to attend the GBTA Sustainability Summit, a premier educational and networking event in Washington, D.C., key stakeholders from the corporate responsibility and business travel communities will convene. This summit provides a valuable platform to gain insights, connect with industry peers, and explore innovative strategies that will directly benefit our organization's sustainability and accessibility goals.

Key benefits of attending:

- **Educational Sessions:** Targeted sessions will address current sustainability and accessibility challenges and provide actionable strategies to help us achieve optimal outcomes within our organization.
- **Exhibitor:** Opportunities to meet with current and potential suppliers offering solutions that can enhance our sustainability initiatives.
- **Networking with Industry Leaders:** The summit gathers key sustainability professionals, offering invaluable opportunities for benchmarking, knowledge-sharing, and accelerating solutions to challenges we may encounter.

The GBTA Sustainability Summit will be held on June 10 in Washington, D.C. Attending this event presents a valuable opportunity to drive our organization's sustainability and accessibility initiatives forward and cultivate impactful industry partnerships. It also offers a chance to engage with business travel professionals who share similar challenges and can provide actionable insights. Here are my key goals for attending:

1. Enter Goal 1
2. Enter Goal 2
3. Enter Goal 3

I have calculated an approximate breakdown of costs associated with my attendance:

Summit Registration	\$
<small>*This includes access to all education sessions, networking, the Expo Hall</small>	
Accommodations estimate	\$



GBTA Summit
2025

Sustainability Summit
Washington DC, June 10

Travel estimate	\$
Total	\$

I am confident that attending the summit will equip me with innovative ideas and strategies to enhance our organization's sustainability efforts. Upon my return, I will compile a comprehensive report highlighting key takeaways, emerging trends, and actionable strategies to share with the team. My goal is to ensure we maximize the value and insights gained from this event.

Thank you for your consideration.

Sincerely,
Your Name Here