

REQUEST TO ATTEND

Digital Evolution Summit | Nov. 16–17, 2026

[Date]

To: [Manager name]

From: [Your name and title]

Dear [Manager name],

I would like your approval to attend the Digital Evolution Summit (DES), Nov. 16–17, 2026, [in person at Margaritaville Hollywood Beach Resort in Hollywood, Florida / via livestream]. Hosted by the Florida Institute of CPAs (FICPA) in partnership with Karbon and Aider, the conference focuses on practical ways accounting and finance teams can use AI, automation, and emerging technology.

The agenda addresses priorities relevant to our work, including evaluating AI tools, automating repetitive processes, protecting data, and putting appropriate governance in place. Practitioner-led sessions and peer discussions will help me identify what is working in other organizations and where we could apply those lessons responsibly. The conference offers up to 12 CPE credits, depending on the sessions attended.

My proposed outcomes for [firm/organization] are:

- Identify [one or two workflows] that could benefit from automation and assess the potential time savings or service improvements.
- Bring back a short list of practical AI use cases, evaluation criteria, and governance considerations for our team.
- Share a brief recap and recommend [one pilot or next step] within [two weeks] of the conference.

Estimated investment

Registration	[\$amount; confirm current rate at ficpa.org/des]
Travel and lodging	[\$amount, or \$0 for livestream]
Other expenses	[\$amount, if applicable]
Total requested	[\$total]

I will coordinate coverage for my responsibilities while I attend. With your approval, I can register and share the specific sessions I plan to attend. Thank you for considering this investment in my development and in our team's ability to respond to technological change.

Sincerely,

[Your name]