**Subject:** Approval request to attend Gartner Digital Workplace Summit 2026

Hi [NAME],

I’m requesting approval to attend [Gartner Digital Workplace Summit 2026, taking place 27–28 April in London, UK](https://www.gartner.com/en/conferences/emea/digital-workplace-uk).  This annual Gartner conference for digital workplace leaders is a great opportunity to explore the latest technology, engage with industry leaders on best practices and meet with Gartner experts one-on-one to refine our strategies and approaches to advance our goals.

I’ll also network with peers to gain exposure into how they are tackling projects and meet leading innovative solution providers to dig into demos of their latest tech and assess options based on our goals.

The conference pass costs €3,600 + VAT, but the rate will increase on November 1, 2025.

[Insert one of the following options]

* Option A: can be reduced by applying a prepaid Gartner ticket(s).
* Option B: can be significantly reduced by registering through a Gartner account representative.
* Option C: for public-sector organizations, is discounted to €2,825 + VAT.
* Option D: is currently being offered at early bird pricing and is discounted to €3,175 + VAT.

Here’s a quick look at how a few of the sessions align with what we’re working on:

**Your Initiative 1**

* Session/Track 1
* Session/Track 2

**Your Initiative 2**

* Session/Track 1
* Session/Track 2

**Your Initiative 3**

* Session/Track 1
* Session/Track 2

After the conference, I plan to share a detailed summary of key take-aways, best practices and action plans to tackle our team’s critical priorities.

Here’s what past attendees have said:

*“The insights gained here will be instrumental in shaping our future initiatives and driving meaningful change. This conference is a must for anyone serious about navigating the complexities of the digital world and enhancing their digital experience capabilities.”*

*Christian Perez  
Director, Enterprise Collaboration, Flex*

Please let me know if I can move ahead with registering for the conference.  If you have any questions or need more info, just let me know. You can also look at [Gartner Digital Workplace Summit 2026](https://www.gartner.com/en/conferences/emea/digital-workplace-uk) website for more details.

Thanks for considering this and looking forward to your thoughts.

Best,  
[Name]