Dear [Recipient’s Name],

I am seeking approval to attend AACSB’s [**Elevate: Europe, Middle East, and Africa Conference**](https://www.aacsb.edu/events/2025/11/cn2025-november-elevate-europe-middle-east-and-africa) (Formerly [EMEA Annual](https://www.aacsb.edu/events/2024/11/cn2024-november-europe-middle-east-and-africa-annual-conference) and [EMEA Accreditation](https://www.aacsb.edu/events/2024/05/cn2024-may-europe-middle-east-and-africa-accreditation-conference) Conferences), taking place **27–28 November 2025 in Seville, Spain.** This redesigned event brings together over 270 leaders from 40+ countries for two full days of applied learning, networking, and discussions on the future of business education.

**This year’s Elevate EMEA combines the former Annual and Accreditation Conferences into one stronger experience**, and is the next step in the region’s evolution.

**Key Benefits for Our Institution**

* **Direct Access to Accreditation Expertise:** Engage with AACSB experts onsite to gain tailored insights into the upcoming accreditation standards refresh and continuous improvement practices
* **Topical Learning Opportunities:** Practical strategies on megatrends such as AI, sustainability, and global mobility that can be applied to strengthen our institution’s positioning
* **Collaboration and Networking:** Connect with deans, associate deans, faculty, accreditation managers, and peers from across EMEA to exchange ideas and explore collaborations.

# **Financial Investment Overview**

For your convenience, here is an overview of the estimated financial investment required to attend. Attendees can also [bundle](https://www.aacsb.edu/events/2025/11/cn2025-november-elevate-europe-middle-east-and-africa/bundles/#dropPoint) their registration with the [Faculty Standards and Tables Seminar (25 November,](https://www.aacsb.edu/events/2025/11/cn2025-november-elevate-europe-middle-east-and-africa/bundles/#dropPoint) the [Societal Impact Seminar (26 November),](https://www.aacsb.edu/events/2025/11/cn2025-november-elevate-europe-middle-east-and-africa/bundles/#dropPoint) or the [Strategic Leadership Development Seminar (25–26 November),](https://www.aacsb.edu/events/2025/11/cn2025-november-elevate-europe-middle-east-and-africa/bundles/#dropPoint) maximizing both savings and the learning experience in Seville.

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| **Expense Type** | **Estimated Amount (USD)** | **Notes** |
| Registration Fee | [Insert Amount that Applies\*] | Includes conference materials. |
| Travel (Airfare) | [Insert Amount] | Based on round-trip airfare. |
| Accommodation | [Insert Amount] | Estimated cost for [X] nights. |
| Meals | [Insert Amount] | Estimated daily cost. |
| Ground Transportation | [Insert Amount] | Includes airport transfers and local transport. |
| Miscellaneous | [Insert Amount] | For additional incidentals. |
| **Total Estimated Investment** | **[Insert Amount]** |  |

*\*For AACSB Members: $1,095 by 30 October 2025; $1,295 on or after 31 October. For Non-Members: $1,395 by 30 October, or $1,595 on or after 31 October.*

I propose meeting with [Recipient or relevant team] before the conference to set clear objectives and maximize the value of participation. Upon my return, I will share key takeaways with colleagues to extend the impact across our institution. Attending Elevate EMEA will provide actionable insights, global perspectives, and vital connections that will directly support our goals. I appreciate your consideration and am happy to provide further details if needed.

Sincerely,
[Your Name] [Your Title]