**SecurityWeek’s 2024 CISO Forum**

**Attendance Justification Letter**

<<Date>>

Dear <<Decision Maker’s Name>>,

I’m requesting your approval to attend SecurityWeek’s [2024 CISO Forum](https://www.cisoforum.com/), which takes place on June 25-26, 2024 at the Ritz-Carlton in Half Moon Bay, California. The CISO Forum is a community-fueled organization designed for senior level cybersecurity leaders to discuss, share, and learn innovative cybersecurity and risk management strategies. By attending the annual summit, I’ll have the opportunity to bring back valuable insights, strategies and connections that can be leveraged to improve our organizational cyber defense and management of our security team.

The conference offers two full days of content and provides a highly curated experience designed to address the unique challenges and opportunities Chief Information Security Officers and other senior cybersecurity leaders face. Presentations will address the most pressing issues facing cybersecurity leadership, including risk management, compliance complexities, and the evolving threat and compliance landscape.

The focus on innovative strategies and solutions for tackling current and future cybersecurity challenges is crucial for staying ahead in our field. Learning about new tools, technologies, and approaches can significantly enhance our security measures and operational efficiency. Furthermore, this intimate gathering is limited to vetted senior-level cybersecurity executives, facilitating meaningful interactions and the sharing of insights with peers facing similar challenges. Networking at this level can lead to actionable intelligence and strategies that are directly applicable to our organization’s security posture.

With the current economic conditions, I understand we must be very conscientious of where we spend money. Therefore, I have broken down the costs for me to attend this conference. All meals will be covered as part of the full conference pass. This includes breakfast, lunch and dinner on Tuesday and Wednesday, and a welcome reception on Monday evening.

The estimated investment to attend the CISO Forum is $4,445. *<<adjust this figure if you are local and airfare is not required>>*

Full Conference Pass = $2,495

* Admission to all CISO Forum sessions
* Admission to all AI Risk Summit sessions (taking place concurrently at the Ritz-Carlton)
* Welcome Reception (June 24th)
* VIP Dinner Reception (June 25th)
* Option to play in SecurityWeek Golf Classic on the afternoon of June 26th
* Access to Clubhouse Reception and Charity auction following golf tournament

Round Trip Airfare to San Francisco = $600

Round Trip Taxi/Uber to/from San Francisco Airport = $100

Hotel ($455++ for 2 nights) = ~$1,200

Meals (most meals are included in the conference pass price) = $50

When I return, I will submit a post-conference report that summarizes the major concepts, action items and will share the presentation materials once they become available. Thank you for your consideration.

Sincerely,

<<Your Name>>