Letter to Your Employer

Convince Your Employer

Dear [[EMPLOYER NAME]],

I would like to attend Greenlining’s Just Future Summit (previously known as the Economic Summit), an annual gathering that brings together some of the most important voices in the movement for equity and justice.

The Just Future Summit will be held October 19-20, 2023 at the Oakland Marriott City Center. In celebration of Greenlining’s 30th anniversary, the Just Future Summit is making its long-awaited return to Oakland as an in-person conference for the first time since 2019.

Who Attends Just Future Summit?

Greenlining’s Summit brings together more than 1,000 change-makers each year to foster momentum for transformative change. Participants include a variety of community activists, policy experts, thought leaders, philanthropists, and social entrepreneurs, among others.

What happens at Just Future Summit?

For this two-day event, the Just Future Summit will offer me opportunities to:

- Listen to key speakers who are leading the movement for racial equity
- Join a one-of-a-kind community of multiracial and intergenerational advocates, issue-area experts, organizers, educators, and community leaders
- Participate in informative workshops, panels, and sessions that cover various topics related to racial equity, economic equity, climate equity, and transformative change
- Take advantage of a space that allows you to broaden your perspectives and connect with the wider movement for racial equity

Aside from the valuable insights we’ll gain from the Summit, there will be ample opportunities to network and build relationships with others who can bolster and champion our work.
How much will it cost to attend Just Future Summit, and what does it include?

Attending the Just Future Summit is not only a smart decision for our organization, but we also have the flexibility to choose from several attendance levels that offer the best value for our budget.

<table>
<thead>
<tr>
<th>Ticket Types</th>
<th>General Pricing</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Sustainer</td>
<td>$400</td>
<td>This ticket price reflects the per person cost of the event. Recommended for companies and large nonprofits.</td>
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<tr>
<td>Supporter</td>
<td>$250</td>
<td>This subsidized ticket is for small nonprofits or those paying for their own ticket.</td>
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Registration includes full access to conference materials, and breakfast and lunch on Thursday and Friday, October 19th and 20th. Early bird rates are available through June 30, 2023.

To make our stay convenient and affordable, the Greenlining Institute has reserved a Room Block for October 18 and 19 at the Oakland Marriott City Center, with a discounted rate of $239/night plus taxes and fees. While Room Block sign-ups will close on October 3, we should secure our rooms as soon as possible to avoid missing out on this offer.

Here is an overview of the cost associated with attending Just Future Summit.

Airfare: __________

Transportation: __________

Hotel: __________

Meals: __________

Conference Ticket: __________

Total expense request: __________
Thank you for your consideration.

Sincerely,
[[YOUR NAME]]