

Convince your boss

Copy and paste the subject line and content into an email. Once you replace everything in **[BOLD]** with the relevant information pertaining to you and your role, it's ready to be sent to your boss. Good luck!

SUBJECT

Investing in growth: Request to attend GitHub Universe 2026

Hi **[MANAGER'S NAME]**,

I'd like to request your approval to attend GitHub Universe 2026 at the historic Fort Mason Center in San Francisco, California, on October 28–29.

GitHub Universe is GitHub's flagship event that brings together the experts, leaders, and builders shaping the future of software. It's known for keynotes, sessions, workshops, and immersive product experiences that focus on practical, real-world approaches to building and shipping software.

This year's programming is designed to help teams operate effectively in the agentic era, where developers work alongside agents, streamline workflows, and move faster without losing the human side of software.

Attending in person would give me the opportunity to learn directly from GitHub teams and industry peers, build relationships across the ecosystem, and bring back best practices to benefit our broader team.

Here's an approximate breakout of conference costs:

- Conference pass: **[INSERT CURRENT PASS PRICE / "SUPER EARLY BIRD RATE"]**
- Airfare: **[ADD COST]**
- Round trip transportation between airport and hotel: **[ADD COST]**
- Hotel: **[ADD COST PER NIGHT]** (plus taxes, subject to availability)
- Meals: Breakfast, lunch, coffee, and snacks are provided at Universe
- Total: **[ADD COST]**

Registering during the Super Early Bird window is the best way to secure the lowest price. In addition, if we purchase four or more passes, we'll receive 20% off with team pricing, which could further reduce costs if others from our team are also interested in attending.

In an industry that is constantly evolving, I believe attending GitHub Universe will help keep **[COMPANY]** on the cusp of what's new, so we can innovate better and faster, learn from proven examples, and apply those insights to our work.

Thank you for considering my request. If approved, I'm happy to share a brief plan for what I'll focus on and a recap afterward with concrete takeaways and recommendations.

Best regards,

[YOUR NAME]

[YOUR TITLE / TEAM]



OCTOBER 28–29
2026

UNIVERSE'26