

## REQUEST FOR APPROVAL TO ATTEND A CONFERENCE

*(Use all points below or select those relevant to your situation.)*

I would like to request approval to attend the **CyberTek Tech Festival**, taking place on **May 13–14, 2026** in **Katowice, Poland**. CyberTek is one of the leading events focused on **cybersecurity and industrial technologies**, bringing together experts and practitioners from across Europe.

**Event website:** <https://cybertek.com.pl/>

Below are the key reasons and benefits of participation:

### **1) Up-to-date knowledge and practical skills**

CyberTek offers a strong program of expert talks, workshops, and panel discussions. Attending will help me stay current with the latest developments in **cybersecurity**, **industrial network monitoring**, and **IT/OT convergence**. Hands-on sessions with vendors will also support faster evaluation of solutions and more effective decision-making—ultimately contributing to improved security of our systems.

### **2) Valuable professional networking**

The conference provides an excellent opportunity to exchange experiences with market leaders, consultants, and other specialists. These connections can lead to new partnerships, practical insights, and smoother project execution.

### **3) Increased awareness of cyber threats**

Participation will deepen my understanding of current threat landscapes and mitigation approaches, translating directly into more effective incident response and stronger protection of our systems and data.

#### **4) High-quality, practice-oriented agenda**

CyberTek brings together international speakers, consultants, solution providers, end users, and representatives of the scientific community. The program includes case-study presentations, expert debates, live discussions, and on-site workshops—supporting practical application of knowledge.

#### **5) Motivation and fresh perspective**

Beyond technical content, CyberTek is a highly inspiring event that supports professional growth. It encourages creative thinking, offers new perspectives on familiar challenges, and provides an efficient way to refresh knowledge.

#### **6) Efficient access to suppliers and experts**

With vendors, consultants, and practitioners in one place, the event reduces the time needed for separate technical meetings and exploratory discussions. It is also a good opportunity to plan **PoCs** and address current project challenges.

#### **7) Exposure to the latest tools and best practices**

The conference enables direct insight into modern tools and approaches used in the industry. Learning from practitioners in other organizations can help us implement proven, effective practices internally.

#### **8) CPE certificate (Continuing Professional Education)**

Participants receive a certificate of attendance, which can be used to earn **CPE credits**. These are required for maintaining many professional certifications (e.g., ISACA, IIA, ACCA, and others).

#### **9) Investment in individual and organizational development**

Attending CyberTek is an investment in my skills and effectiveness, which will support higher-quality outcomes and contribute to the company's development through improved security and operational efficiency.

## 10) ROI (Return on Investment)

Participation offers measurable benefits, including:

- **Risk reduction:** stronger prevention of costly incidents through updated knowledge and practices
- **Innovation:** awareness of trends enabling implementation of more efficient solutions
- **Company image:** participation in a respected event reinforces our position as an organization that invests in development and security

### Summary

In summary, attending the CyberTek Tech Festival would provide tangible value both for my professional development and for the organization. I kindly request your approval for my participation.

Sincerely,

**[Your Name]**