

Subject: Request to Attend XDS 2024

[Decision maker name],

I'm writing to request your approval for my attendance at XDS 2024. Now in its 12th year, XDS is the **only** annual, international games industry event with a **primary emphasis on external development** (outsourcing). A niche community of game developers, vendors, and middleware providers meet to contribute to the advancement of our industry through networking, sharing best practices, and the delivery of a high-caliber, educational program.

With XDS being a professionals-only event, I will be able to meet numerous vendors that offer services specific to our company's needs. Development areas XDS focuses on include Art, Animation, Co-development, Engineering, QA, Localization and others. Over 14,400 B2B meetings took place at XDS last year.

With your approval to attend, I will be able to:

Connect with prospective vendors – XDS brings over 300 vendors from over 40 countries offering services in numerous areas. The XDS Connect B2B meeting application allows me to target those I want to meet for potential future engagements.

Gain expert knowledge – The event delivers presentations, panels and break-out sessions addressing topics that matter most to the practice of external development. Topics range from tools that enable communication and collaboration, to leveraging vendors to maximize quality, efficiency and cost savings. Sessions are delivered by other developers/publishers in collaboration with their vendor partners.

Access vendor profiles – Through the B2B meeting application, I have access to the profiles of all attending vendors. This allows our company access to a complete database of service providers for our changing needs throughout the year.

I will write an event report when I return and circulate an action plan of recommendations for consideration and discussion. I will also share all vendor profile information I collected as a result of attending.

Thank you for considering my request to attend XDS 2024. Please don't hesitate to let me know if you would like to discuss or need clarification on event details. I look forward to your reply.

Kind regards,

[requester name]