

Dear

[I/We] would like to attend the 10th ICT4D Conference [www.ict4dconference.org](http://www.ict4dconference.org) taking place 8th-10th May 2018 in Lusaka, Zambia, and would like to request financial support from you.

At this leading Conference on the use of information and communications technologies for aid and development we will learn from and network with hundreds of our ICT4D colleagues and experts. Plus, we will have the opportunity to represent our organization by sharing our own work and experience with other attendees.

The attendee profile includes C-level executives, senior managers, program leaders, field officers, IT/data managers, and senior technical advisors from disciplines ranging from agriculture, health, education, conservation and disaster management to information and communications technology, data management, GIS/mapping, and financial services.

Last year, over 72 mainly low and low/middle income countries and over 340 organizations were represented.

There will be over 200 sessions and plenaries arranged across tracks reflecting the core disciplines which will help us engage further in cross-sector discussion regarding our own implementation challenges and best practices.

Plus! New in 2018 is a whole day dedicated to ICT4D training not just specific technical training on key solutions or data visualization tools, but also leadership training and soft skills.

We can devise questions in advance to put to the experts presenting at the conference and identify participants that we can arrange to meet for more in-depth discussions about issues we are facing.

Please visit the conference website [www.ict4dconference.org](http://www.ict4dconference.org) for more details.

The cost to attend the conference will be the registration fee, travel expenses, hotel, a meal per diem and parking [amend as required].

Here is the estimated breakdown of conference costs:

Conference Fee: [see registration page for applicable rate]

Airfare: [insert estimated economy return fare plus taxes from your country of origin]

Ground Transportation to and from airport:

[buses will be provided from partner hotels identified on our website, to and from the conference centre]

Hotel: [see venue page for details of preferred venues in Lusaka]

Meals: [daily lunches and refreshments are provided as part of conference price, most hotel fees include breakfast]

Total: [insert total estimate]

We are confident you will see this as a worthwhile investment. It is an opportunity for us to network with industry experts and peers, meet speakers, attend valuable educational sessions and gain specific industry knowledge. Our attendance at this conference will pay off for years to come.

Sincerely,

[Your Names]

[Titles]

[Organization]

[Contact details]