ECi Connect Conference 2018 Proposal

To:

From:

RE: Attending ECi Connect Conference 2018

Dear (insert manager’s name):

ECi Connect Conference 2018 takes place from November 5–7 in New Orleans, Louisiana. Connect offers three days of educational training from experienced industry and software practitioners; it is widely regarded as the best way to receive intensive training on (insert software name). Therefore, I would like to request approval to attend, as I believe it will further develop my technical skills and build my knowledge around (insert software name) innovations and shared best practices. For more information, please visit the Connect site: www.eci-connect.com.

If I attend the conference I will receive:

* 12 hours of learning through the track sessions. Not only will I receive training on (insert software name), I’ll also be able to take classes on marketing specifically aimed at businesses like ours and training on surround products that may be of benefit to our operations.
* Exposure to all the latest technology and services available
* The chance for networking with other industry professionals and people outside of our industry who may be able to provide opportunities for our company
* Encouragement to think innovatively and develop ideas to help our company (grow, solve X problem, become more profitable, etc.—feel free to state challenges you are seeking to address)

I am particularly interested in these sessions:

● (Insert session name)

● (Insert session name)

● (Insert session name)

The cost of the conference includes registration, lab access, admission to the Vendor Expo, training sessions (including marketing sessions), an opening session, and meals on both training days. Here is a breakdown of the conference costs:

 Airfare $

 Transportation to/from airport $

 Hotel (2 nights at $199) $398

 Meals (dinner for 2 nights) $

 Registration Fee $789 before 9/22/2018, $889 after

Total $

I will be out only Monday through Wednesday of that week. My attendance at Connect will increase our ROI in (software name) as I will be able to utilize more of the features and will then be able to train others.

To take full advantage of the early registration rate of $789, I need to register by September 21, 2018.

Let me know if you need additional information about Connect or my travel; I will be happy to supply it to you. Thank you for considering this request. I look forward to your reply.

Sincerely,

(insert your name)