**To:** <Manager/Department head’s name>

**From:** <Your name>

**Subject:** **Request to Attend LiveWorx 2017**

I would like your approval to attend **LiveWorx** in Boston, MA from May 22 – 25, 2017.

This premier technology conference offers a year’s worth of knowledge and skill-building content in less than a week. State-of-the-art companies will have leading product experts on-hand to help solve our technical issues and showcase hundreds of software applications as well as solutions.

The event will equip me with the capacity to enhance professional expertise and outthink the needs of our competition. I plan to accelerate my skillset and bring back new ideas to teach our team how to drive value and transform our business.

**HOW LIVEWORX CAN HELP OUR TEAM:**

* **I will learn the most strategic “how-to” tips** – 200 breakouts covering critical industry topics will build my knowledge and educate me on best practices. The conference offers cutting-edge use cases, live demonstrations and deep-dive technical lectures that are directly related to our department’s goals.
* **Training and onsite certification** – I will receive first access to more than 50 hands-on trainings that deliver product enhancements and the latest technology updates on [Insert product names].
* **My gains are the team’s gains** – I can share speaker presentations and bring back actionable advice, enhancing the value of our group and putting us on the fast track for success.
* **Latest product announcements** – I’ll bring back lots of information to help us decide when/if we should invest in new technology, and how to action the right steps.
* **Can’t pass up networking with peers and clients** – I can strengthen our industry contacts and meet with the world’s top thought leaders, architects, data scientists, developers, engineers, inventors, business leaders, designers and more. There will be 6,000 people that attend LiveWorx.
* **Inspiration** – Main stage keynotes are a highlight with a perfect mix of industry luminaries as well as thought leaders that challenge me to think outside of the box and find inspiration in unconventional places.

**COST SAVINGS:**

By booking at the Early Bird Rate of $795 (**Expires December 6th**), we can save $600 (Full price = $1395) on the ticket price – these savings can be directly applied to 40% of the hotel cost or completely cover airfare. Early registration will grant me early access to session content and training schedules which often fill up fast on a first-come, first-serve basis.

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| Full Access Pass (4 Day) – Early bird rate before December 6, 2016 | $795 |
| Round trip taxi to/from Airport | $50 |
| Hotel $299 plus tax (average of 4 nights) | $1460 |
| Meals (Monday and Wednesday evening) | $70 |
| Airfare | $500 |
| **Total** | **$2875** |

When I return from the conference, I’ll submit a formal report that summarizes the major concepts, action items and share all presentation materials for the sessions I attended. This way, the entire team can benefit from what I learned.

This is a sound investment with long-term value to our department. I look forward to hearing your response and please let me know if you have any questions regarding my request to attend.

Sincerely,

<Insert your name here>