**Request to Attend Visier Outsmart 2020 Conference**

To:

From:

Subject: Request to Attend Visier Outsmart 2020 Conference

Dear Name,

I’d like to request approval to attend the Visier Outsmart 2020 conference on May 6-8 in Orlando, Florida. Outsmart 2020 is the leading conference for all things related to workforce planning and people analytics. It is a great opportunity for me to participate in educational sessions led by industry experts, network with peers and deepen my expertise with our Visier solution.

This conference is the most cost-effective way to ensure we’re getting the most out of our investment with Visier, and will cost less than $2,000 if I book today.

With 30+ hours of learning, multiple educational tracks to choose from, and the opportunity to participate in “how-to” support appointments and Visier one-on-one demos, I plan to focus on finding solutions and best practices in these areas:

* (add project/topic)
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At Visier Outsmart 2020, I plan on networking with other users and industry experts, so I can learn about the challenges others are facing with their workforce initiatives, and how they are solving them. Most importantly, when I return I can apply best practices and new information to my job and share it with our team.

Below is an approximate breakdown of the costs to attend the Visier Outsmart 2020 conference.

|  |  |
| --- | --- |
| Airfare | **$500** |
| Hotel | **$500 ($195 per night closing April 14th)** |
| Meals (most are included in registration) | **$150** |
| Ground transportation | **$100** |
| Registration | **$495** ($895 after Discount  Registration cut-off) |
| **TOTAL** | **$1,745** |

I believe this is a worthwhile investment to ensure we’re maximizing the use of our Visier solution.

Best regards,

[Name]