

Dear [Manager],

I would like to attend the MIDTECH Summit, April 23 – 25th in Las Vegas, NV. I have reviewed the agenda as well as the list of exhibiting companies and feel the return on the investment would be a major benefit as the event aligns directly to our current priorities of [insert your priorities here].

While there I will get unparalleled access to their customized program including:

- A unique program made up of strategic presentations and panels from industry thought leaders, as well as real world case studies.
- A day and a half of streamlined exhibitor access and evaluations, laid out in a personalized schedule so every meeting is fully relevant.
- Unlimited networking with senior-level IT executives from other attending companies.

I am seeking approval for the minimal time away from the office and travel expenditures.

Here is a complete breakdown of the conference costs which are significantly smaller than typical conferences thanks to their business model and Full Conference Pass:

Airfare: (MIDTECH) provides a \$200 flight reimbursement towards this cost)	\$XXX
Transportation: (There is a free shuttle to and from the airport to the hotel)	\$0.00
Hotel: (MIDTECH covers one night's stay at the Red Rock Resort)	\$189.00
Meals: (Full onsite catering including breakfasts, lunches, drinks receptions, gala dinner and refreshments included in the Pass)	\$0.00
Conference/Registration Fee: (MIDTECH does not charge any fee)	\$0.00
TOTAL:	\$XXX

I've reviewed the exhibitor list and there are a number of IT vendors participating that I plan to evaluate for future use. I plan on scheduling private vendor briefings onsite with [Vendor A, Vendor B, Vendor C.]

I'll also be able to build new business relationships and share best practices with other attendees working on the same priorities. This event has an impressive audience of senior-level executives from other leading companies to network with.

Other staff members in our organization will also be able to benefit as I will meet with the team when I return to relay recommendations and action items, and circulate a detailed and actionable Trip Report. As an attendee, I'll also have full access to view all of the presentation slides – perfect for reviewing key highlights with the team.

There is also an option to bring along two team members with the same Full Conference Pass and costs associated above, which a great opportunity to cover more ground and gain even more out of the Summit.

Please accept this proposal to attend as I'm confident in the significant return we will receive for the small investment.

Thank you for your consideration.

Your standard close