To:

From:

Subject Line: Conga Connect User Conference - Proposal to Attend

I’d like to request approval to attend Conga Connect, Conga’s annual user conference, taking place Feb 26-28, 2019, in Orlando, FL.

As the leading Digital Document Transformation event of the year, Conga Connect will bring together more than 500 attendees for technical training, best practices, and networking. At the conference I will receive valuable training, get industry insights, and learn about the factors impacting {insert industry}. The equivalent of this two and a half day experience would otherwise require attending several courses and sessions throughout the year.

I’ll be able to immediately apply my new expertise thanks to:

* Keynotes led by experts in Digital Transformation
* Breakout sessions tailored to solving for challenges affecting {{insert challenges your organization is experiencing that Conga could help solve}}
* Exclusive roadmap product announcements and demos
* Knowledge sharing with peers on best practices

In summary, attending Conga Connect will give me the tools and experience I need to become a more valuable member of our organization while helping us maximize our tech stack ROI.

Below is an approximate breakdown of the cost: $XXX

Airfare $XXX

Conference Registration: $699

*Add-Ons: $200 (Onboarding or Certification)*

Hotel: 3 nights ($239 per night. $30 resort fee + taxes and fees)

Transportation: $75

Meals: $100

\*If attending for certification add fees and **3 nights hotel**

Upon my return, I will share breakout session content, an executive summary, key learnings, and a plan for applying my knowledge to maximize our investment in digital document transformation tools.

For additional information about the conference visit: go.conga.com/connect/us

Kindly consider this request and I look forward to your reply.

Regards,

{{insert signature}}