**2016 Emphasys HFA User Conference**

To:

From:

**Re: 2016 Emphasys HFA User Conference**

I would like to request approval to attend the 2016 Emphasys HFA User Conference, scheduled for November 1-4, 2016 in Miami, Florida. The 2016 conference looks like a terrific way for us to acquire best practices, knowledge of the latest product features, and new skills that will help us get the most out of our investment in Emphasys Software.

Last year, the conference received glowing reviews and Emphasys is expecting over 100 attendees this year. The conference offers product training at foundation and advanced levels, breakout sessions, and presentations on product direction. It includes many opportunities to meet with Emphasys product experts as well as other Emphasys users. Through networking with other Emphasys customers and meeting Emphasys partners, we will gather new ideas and insights. I am confident that the experiences gained from attending this meeting will pay off in driving forward some of our internal initiatives more efficiently and successfully; specifically:

* [*internal initiative 1*]
* [*internal initiative 2*]
* [*internal initiative 3*]

The estimated total cost is $XXX broken down as follow:

* Registration Fee (early bird rate expires 5/20) $799
* Airfare $
* Hotel ($229.00/night) $687.00 + Tax
* Meals (included in conference fee except Wednesday dinner at Leisure) $XXX
* Transportation (taxi from airport to hotel) $

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 **Total:** **$XXX**

In addition to better understanding our current usage, the conference will provide opportunities to understand how companies like ours are taking advantage of other Emphasys capabilities to manage their projects and people.

On my return, I will submit a detailed report covering key takeaways from the conference, and practical recommendations we can implement based on strategies and successes of other Emphasys customers. I would also be happy to share relevant information with personnel throughout our organization, using the electronic presentation material provided.

Thank you for considering this request. I look forward to your reply.

Regards,

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Attending Staff Supervisor Approval