



To: [YOUR BOSS]

From: [YOU]

Re: NIDays 2018 Conference

I am requesting to attend NIDays 2018 on (insert event date and location). This full-day conference features xx tracks with xx technical sessions to help me become more proficient. It offers peer-to-peer networking, look at new technologies and best practices, cutting-edge research, and insights on emerging engineering and science applications.

I seek to maximize my time and focus on efforts that will benefit our company's goals. I will have the opportunity to network with elite sales, marketing, and R&D professionals, and attend sessions that can immediately improve my technical skills. I'll be able to advise on the future of these products within our industry. When I return, I will apply the techniques I acquired from the conference and pass them on to our colleagues, so we can all start using the most cutting-edge solutions in our industry.

In these times when we're focused on getting the most out of what we have, I think it's critical for us to learn from other successful customers and apply their experiences to our day-to-day work. In particular, these three projects would benefit from what I learn at NIDays:

- [add project or initiative]
- [add project or initiative]
- [add project or initiative]

For your consideration, I have put together an approximate breakdown of conference costs:

- Registration Fee: [\$INSERT COST]
- Airfare: [\$INSERT COST]
- Transportation: [\$INSERT COST]
- Hotel (X nights at \$XX + tax): [\$INSERT COST]
- Total Cost: [\$INSERT COST]

This investment will pay off in streamlined practices, proven solutions, and a new network of peers to call on for ideas or problem solving.

After the conference, I will submit a report including an executive summary, major takeaways, and a set of recommended actions to maximize our investment. Thank you for considering this request. I look forward to your reply.

Best regards,

[YOUR NAME]