

JAMIS 2017 Summit Conference Proposal

To:

From:

Subject: JAMIS 2017 Summit—Conference Proposal

Hi [name],

I'm writing to ask for approval to attend JAMIS 2017 Summit —the semi-annual user conference—taking place October 8-12, 2017 in San Diego, CA.

This year, more than 150 experts, customers, partners, and developers will gather to share best practices, hands-on training, new innovations, and a lot more. I'll come back with insights and learning that I can immediately put to use in the office.

Here's what's on the agenda:

- Breakout sessions, led by JAMIS staff and industry experts
- Earn Continuing Education (CPE) credits on a variety of topics.
- Learn more about DCAA, CAS, and FAR Compliance standards from some of the top CPA firms in the country.
- Future-focused keynote address
- Sponsors and exhibitors showcasing exciting new and exciting way to extend JAMIS' products and services
- Networking opportunities with other JAMIS customers, JAMIS professional staff, industry experts, and thought leaders
- Certification training sessions designed to sharpen my current JAMIS skills in all areas of the system

After last year's event, 95% of survey respondents said they gained helpful knowledge and expanded their current skills. I'd like to do the same, focusing on finding solutions for the following projects:

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

Here's a breakdown of expenses, which include discounted rates with conference hotels:

Airfare: \$ xxx

Transportation (between airport and hotel): \$xx

Hotel: (3 nights at \$xxx) \$xxx
Meals: \$xxx
Registration Fee: \$1,595.00
Total: \$ x,xxx

I look forward to continuing to learn how we can use JAMIS Prime ERP in a way that strengthens the business and makes the most out of our investment.

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

Regards,