

JAMIS 2019 Summit Conference Proposal

To:

From:

Subject: JAMIS 2019 Summit-Conference Attendance Proposal

Hi [name],

I'm writing to ask for approval to attend JAMIS 2019 Summit —the semi-annual user conference—taking place March 24-28, 2019 in Charleston, SC.

This year, more than 200 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

Last year's 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:

- Summit only- \$1,295
- Summit + 1 day of post conference training (2 Courses/8 CPE Credits) - \$1,795
- Summit + 2 days of post conference training (4 Courses/16 CPE Credits) - \$2,495

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,