

**Re: Smartsheet ENGAGE 2026 Request to Attend**

Hello

I'm requesting approval to attend the Smartsheet ENGAGE customer conference, Nov. 3-5 (with pre-conference programs on Nov. 3), in Seattle, WA, USA.

As you know, we use Smartsheet extensively in our work, and attending ENGAGE – the leading customer conference that brings together professionals across industries, roles, and countries, to share insights and best practices – would help me take my skills to the next level.

The conference includes breakout sessions for product training and technical deep-dives. Product experts are available throughout the conference to answer questions and provide support, and there are additional Smartsheet training and credential options at a reduced price.

**Top 3 reasons I would like to attend:**

1. Workshops to try the latest Smartsheet features, with personalized coaching from Smartsheet experts.
2. A chance to learn how other companies like ours have used Smartsheet to create new market and revenue opportunities with process and workflow optimizations.
3. To swap ideas with fellow Smartsheet users and learn new ways we can make the most of our investment in the platform.

Costs: I've estimated the total cost to attend at \$\_\_\_\_\_. (see breakdown below)

**ITEM****ESTIMATED COST****General Admission:****\$**

- \$1150 • Early bird pricing through August 21
- \$1375 • Full conference pass
- \$1200/ea • group 3+
- \$1050/ea • group 10+ Per ticket - (Must be Salesforce order with account rep.)

**Public sector and nonprofit:****\$**

- \$1050 • Early bird pricing through August 21
- \$1150 • Full conference pass
- \$1050/ea • group 3+
- \$1050/ea • group 10+ Per ticket - (Must be Salesforce order with account rep.)

**Optional pre-conference training:****\$**

- Build a Smartsheet Solution
- Run Smarter Projects: Smartsheet PM Powered by AI
- Go Beyond the Basics: a Smartsheet Workshop
- Rethink Your Work: Designing Work for AI
- Troubleshoot Smartsheet
- Scale Complex Solutions & Design Strategic Portfolios
- \$525 • Early bird pricing through August 21
- \$735 • Standard

**Airfare****\$****Transportation:****\$**

- Round trip taxi (home to airport to hotel)

**ITEM****ESTIMATED COST****Hotel:**

X nights at discounted conference rate of  
\$185-319 + Taxes (depending on selected hotel)

\$

**Meals:**

Most meals are provided as part of the conference fee

\$

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**TOTAL**

\$

If I register now, I can save money before the cost goes up and have access to the best available hotel rates.

Not only will ENGAGE support my professional growth, I'll be able to bring back new ideas and strategies to help us work more efficiently and collaborate more effectively. Once I'm back, I can debrief the team by sharing best practices and new insights, key takeaways, and suggested action items for improving the way we work.

I hope you agree that this is a great opportunity to maximize our investment in Smartsheet. Thank you for considering my request!

Sincerely,