

Re: Request to attend Smartsheet ENGAGE in London, UK

Hello [Your Manager's Name],

I'm seeking **approval to participate in Smartsheet ENGAGE, scheduled for 14 and 15 of May 2024 in London, UK.**

Attending ENGAGE – the annual customer conference that brings together professionals across industries, roles, and countries, to share insights and best practices – would significantly enhance my skills utilising the platform.

Not only will ENGAGE support my professional growth, but once I'm back, I can debrief the team by sharing new insights, key takeaways, and suggested action items for improving the way we work.

Here are the top three reasons attending ENGAGE will help benefit our organisation:

1. More than 20 breakout sessions for product training and technical deep-dives
2. Opportunities to try the latest Smartsheet features, coupled with personalised coaching from Smartsheet experts and partners
3. A chance to swap ideas with and learn how other companies like ours have used Smartsheet to create new market and revenue opportunities with process and workflow optimisations

Costs: I've estimated the total cost to attend at £_____. (see breakdown below)

	Estimated Cost
General Admission: £540 • early bird pricing (<i>through 29 February 2024</i>) £630 • early bird pricing, plus optional conference training (<i>through 29 February 2024</i>) £660 • standard conference pass £750 • standard conference pass, plus optional conference training Group passes for 3+ individuals from the same organisation: <i>Price is per ticket</i> £570 • standard conference pass £660 • Standard conference pass, plus optional conference training	£

<p>All prices include VAT</p> <p>Optional Smartsheet Certification Exams:</p> <p>Associate Level Core Product Certification System Administrator Certification Smartsheet Control Center Lead Certification £70 • early bird pricing (<i>through 29 February</i>) £98 • standard £140 • at conference</p> <p>Solution Level Project Management Certification £94 • early bird pricing (<i>through 29 February</i>) £131 • standard £187 • at conference</p>	
Airfare	£
Ground transportation	£
Hotel: 2 nights at discounted conference rate of £259 + VAT per night	£
Meals: Breakfast, lunch, and snacks, as well as food at the hosted attendee reception, will be provided as part of the conference fee.	£
TOTAL	£

The conference is projected to sell out. If I register now, I can save money before the cost goes up and have access to the best available hotel rates.

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

Sincerely,

[Your Name]