Re: Smartsheet ENGAGE’19 Request to Attend

Hello [Your Manager’s Name],

I’m requesting **approval to attend Smartsheet’s third annual user conference, September 30-October 3, 2019 in Seattle, WA.** The conference has sold out the past two years, and I’d like to take advantage of their earlybird pricing by registering before June 30th.

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

* Improve my Smartsheet skills and knowledge
* Increase our team’s efficiency and productivity
* Uncover new ways that we can use Smartsheet

Following my return, I can debrief the team by sharing best practices, new insights, and suggested action items for improving the way we work.

***Conference Overview***

Smartsheet ENGAGE includes four days of keynotes and breakout sessions covering product education, the business value of collaborative work management, new partner offerings, and technical deep-dives. There are also additional Smartsheet training and certification options available at a reduced price.

[www.smartsheet.com/engage](http://www.smartsheet.com/engage)

***Costs***

Attending ENGAGE is an efficient way to help maximize our investment in Smartsheet. I’m estimating total cost to attend at $\_\_\_\_\_\_\_\_\_\_ (see breakdown below.)

Thank you for considering my request, and I look forward to your reply.

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|  | Estimated Cost |
| Conference Fee:  $899 super early bird rate expires May 31$999 early bird rate expires June 30$1199 standard rate takes effect July 1$899 per person group rate for 3 or more attending from the same company$899 for government, education and non-profits | $ |
| ***Optional*** pre-conference training course (select one from the list below)Beginning with SmartsheetIntermediate Level SmartsheetAdvanced Work Management with Smartsheet | $399 |
| ***Optional*** post-conference Smartsheet Certification exam | $99 |
| Airfare | $ |
| Transportation: round trip taxi between airport and hotel | $100 |
| Hotel: 3 nights at average rate of $275 per night | $825 |
| Meals: most meals are provided as part of the conference fee | $75 |
| TOTAL | $ |