

Re: Smartsheet ENGAGE 2022 Request to Attend

Hello [Your Manager's Name],

I'm requesting **approval to attend the Smartsheet ENGAGE customer conference, September 19–22 in Seattle, WA.** The conference is projected to sell-out, with over 4,000 collaborative work management thought leaders attending from the global Smartsheet community.

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

- Hands-on workshops to test Smartsheet's latest features, with personalized coaching from Smartsheet experts and partners.
- Learn how other companies have used Smartsheet to create new market and revenue opportunities based on process and workflow optimization.
- Share knowledge with fellow Smartsheet users and process owners.

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

**Conference Overview**

Smartsheet ENGAGE includes over 75 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 certification options 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 the total cost to attend at \$\_\_\_\_\_ (see breakdown below)

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

	Estimated Cost
<b>Conference Pass:</b> \$1199 full conference pass \$999 early bird pricing through July 15 \$899 public sector \$999 group 3+ \$899 group 10+	\$
<b>\$699 Optional Pre-Conference Training:</b> Core App Bootcamp Project Management Workshop SCC Blueprint Maintainer Workshop	
<b>Optional Smartsheet Certification Associate-Level Exams:</b> 2022 Core Product Certification 2022 System Administrator Certification \$99 early bird pricing through July 15 \$129 standard \$149 at conference	
Optional Smartsheet Certification Solution-Level Exam: 2022 Project Management Certification \$149 early bird pricing through July 15 \$169 standard \$199 at conference	

Airfare	\$
Transportation: Round trip taxi airport to hotel	\$100
Hotel: 2 nights at discounted conference rate of \$175-300 + taxes (depending on selected hotel)	\$500
Meals: Most meals are provided as part of the conference fee	\$75
TOTAL	\$