Re: Smartsheet ENGAGE 2017 Request to Attend

Hello [Your Manager’s Name],

I’m requesting **approval to attend Smartsheet’s inaugural user conference, September 18 - 20th in Seattle, WA.** The conference is projected to sell-out, with over 1,000 collaborative work management thought leaders attending from the global Smartsheet community.

**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 and new insights, key takeaways, and suggested action items for improving the way we work.

***Conference Overview***

Smartsheet ENGAGE includes three days of keynotes and breakout sessions covering product education, the business value of collaborative work management, new partner offerings, and technical deep-dives. Plus, 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 total cost to attend at $\_\_\_\_\_\_\_\_\_\_ (see breakdown below.)

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

|  |  |
| --- | --- |
|  | Estimated Cost |
| Conference Fee:  $899 full conference badge; $799 early bird pricing thru June 30  Optional Add-on training:  Smartsheet Essentials $325  Collaborative Work Management with Smartsheet $525 | $ |
| Airfare | $ |
| Transportation: Round trip taxi airport to hotel | $100 |
| Hotel: 2 nights at discounted conference rate of $239+ taxes | $500 |
| Meals: Most meals are provided as part of the conference fee | $75 |
| TOTAL | $ |