Re: Smartsheet ENGAGE’18 Request to Attend

Hello [Your Manager’s Name],

I’m requesting **approval to attend Smartsheet’s second annual user conference, October 1-4th in Seattle, WA.** The conference is projected to sell out, with over 2,000 work management and technology 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, 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 now 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:  $999 full conference badge; $899 early bird pricing through June 30 | $ |
| Optional training course (select one from the list below)  Beginning with Smartsheet:  $200  Intermediate Level Smartsheet: $400  Advanced Work Management with Smartsheet: $450 | $ |
| Airfare | $ |
| Transportation: round trip taxi between airport and hotel | $100 |
| Hotel: 3 nights at discounted conference rate of $249 + taxes | $750 |
| Meals: most meals are provided as part of the conference fee | $75 |
| TOTAL | $ |