Customize this message and send it to your Manager.

**Subject: Request to attend Boardville 2020**

I’m writing to ask for approval to attend Boardville 2020, Board’s Global User Conference, taking place April 26-29, 2020 in Las Vegas.

The three-day conference includes intensive trainings, best practice sessions, sneak peeks of the newest product release and networking opportunities with other Board users from whom I can learn.

In addition to inspirational keynotes and real-world case studies from global companies, the conference offers in-depth Board education including Academy classes and Hands-on workshops. Within just 72 hours, I will have acquired new Board knowledge and skills that I can put into practice immediately.

In particular, I’ll be able to:

* Answer specific questions I have about Board to **improve project implementations**
* Learn new tips and tricks to save time and money, and to **increase productivity**
* Hear how leading companies are using Board across the enterprise, so we can **expand our use of Board to other departments and maximize ROI**

Boardville is the most cost-effective way to ensure that we’re maximizing our Board investment. I’d like to focus on finding solutions and best practices that will benefit these projects:

• [add project or initiative]

• [add project or initiative]

**Here’s an approximate breakdown of conference costs:**

|  |  |
| --- | --- |
| Airfare/Ground Transportation: | $ XX |
| Registration Fee\*: | $ 2,000 |
| Total: | $ **XXX** |

**\*Registration fee includes hotel accommodations (3 nights), all meals (daily breakfast, lunch and coffee breaks, dinner and entertaining programs), access to all sessions (academy and hands-on workshops included) and all materials.**

If I register before November 27, 2019, I can get a 30% super early-bird discount. Additionally, we are incentivized to bring other members of the team! If we buy two passes to Boardville 2019, we get a discount of 5% on each pass. If we buy three passes to Boardville 2019, we get a discount of 15% on each pass. If we buy four (or more) passes to Boardville 2019, we get a discount of 25% on each pass.

Lastly, I will share a post-conference summary with major takeaways and recommendations that will help us maximize our investment in Board.

Thank you for considering this request.

Regards,