**CadCon 2020 Users Group Proposal (Sample Email)**

To:

From:

Re: CadmiumCD Users Group Conference

I'm writing to ask for approval to attend CadmiumCD’s annual users group conference, CadCon. CadCon is a two-day workshop and conference for event professionals looking to save time managing content from speakers and exhibitors, increase ROI of events, and deliver exceptional onsite experiences to members and attendees.

CadCon represents a very cost-effective way to ensure we’re getting the most from our technology investment and offers:

* General sessions led by CadmiumCD’s leadership team.
* 16 breakout sessions led by CadmiumCD staff, customers, and resource partners.
* A variety of training courses and hands-on workshops, called learning labs.
* Opportunity to meet and network with CadmiumCD users, who represent major associations, corporations, universities, and hospitals as planners, program directors, and exhibition managers.
* All major meals and one evening event included with registration.

As you review my request, please consider the impact our advanced skills and knowledge of industry best practices learned at CadCon could have on our ability to address:

* [list 3-5 projects or initiatives]

Here is an approximate breakdown of conference costs to attend CadCon 2020:

Transportation: $xxx

 Hotel: $175

Conference registration fee: $250

The total costs associated with attending this conference are: $xxx.

I'll be sure to submit a post-conference report that will include an executive summary, major takeaways, tips, and a set of recommendations to maximize our current marketing efforts. I can also share relevant information with key personnel throughout the company.

Thank you for considering this request. I look forward to your reply.

Regards,

[Name]

[Title]