

Hello <Manager Name> ,

Re: Approval to attend ProcessMAP Konnect 2020 - ProcessMAP's annual global user conference

With more than 40 best practice sessions, breakthrough keynote presentations, hands-on demos, product updates, and breakout sessions presented by power users, technical experts, and industry leaders, ProcessMAP's User Conference is a must-attend event for anyone who wants to maximize their investment in an EHS management system.

The conference will be held May 04 – May 07 in Hollywood Beach, Florida, and will address a wide range of topics, including:

- Successful strategies for reducing incidents and associated claims;
- Driving organization-wide compliance and safety excellence; and
- Integrating risk and EHS management to drive business value

I'll learn how my peers are solving business challenges with ProcessMAP, and I can bring fresh ideas back to our organization to help us improve processes, save money, and drive efficiency. Since much of the conference is *interactive* and "*idea exchange*" oriented, I'll be able to benchmark with other companies, pick up valuable tips, and develop a network of industry peers we can call when looking for new ideas – all from a single trip.

Here's an approximate breakdown of conference costs:

| | |
|--|----------------|
| Airfare: | \$600 |
| Transportation (<i>round trip taxi from airport to hotel</i>): | \$80 |
| Hotel (<i>3 nights at \$219+ +</i>): | \$775 |
| Registration Fee (<i>complimentary</i>): | \$0 |
| Meals (<i>complimentary</i>): | \$0 |
| Training Fee (<i>complimentary</i>): | <u>\$0</u> |
| Total | \$1,455 |

I'll submit a post-conference report that will include a summary of key takeaways and a set of recommendations to maximize our current investment in ProcessMAP.

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

Regards,
<Your Name>