**International User Groups Conference 2023 -** Conference Proposal

Dear <Name>,

I’m writing to ask for approval to attend **Software AG’s International User Groups Conference 2023, June 12-16** [adjust to your planned schedule] in **Budapest, Hungary**. Attending the International User Groups Conference is a cost-effective way to ensure that our organization maximizes the potential of our Software AG investment.

In just two and a half days, I can advance my knowledge of how our organization can get the greatest value from Software AG products by attending as many as 30 sessions along with peer-to-peer meetings. I can also take advantage of individual 1:1 meetings with Software AG product experts to discuss our individual project.

In addition to meetings, I will make time to network with a global community of industry experts, solution consultants, partners and Software AG executives to find out more about emerging trends and technologies.

In particular, I’d like to focus on finding solutions or best practices that could benefit these projects:

* [add project or initiative]
* [add project or initiative]
* [add project or initiative]

Here is an approximate cost breakdown for my attendance at the conference:

|  |  |
| --- | --- |
| **Airfare** | € xxx |
| **Transportation** (between airport to hotel/event venue) | € 30 |
| **Hotel** (3 nights at €XXX) [add depending on hotel you choose] | € xxx |
| **Meals** | included during conference |
| **Registration Fee** | free of charge |
| TOTAL | € x,xxx |

***Also, the earlier I can register, the cheaper my travel arrangements will be.*** I’m confident this will be a valuable investment with an immediate return.

I’ll submit a post-conference report that will include an executive summary, major takeaways, tips, and a set of recommendations to maximize our current investment in Software AG. 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,