**IR Summit Frankfurt Conference Proposal**

To:

From:

Re: Prognosis User Conference Proposal

I'm writing to ask for approval to attend **IR Summit** (<https://www.ir.com/events/summit-eu-frankfurt>), November 26th, in Frankfurt Germany.

IR Summit is IR's official Prognosis users conference. The community of Prognosis experts will be on hand to share best practices, hands-on training, new innovations, and a lot more. The conference provides the chance to problem solve with IR subject matter experts and partners.

IR typically charges upwards of €2,000/day for custom training. This conference includes a full day of training and would be a very high value event to attend, especially when you consider that training, breakfast, lunch, and a happy hour are all covered by the €200 registration fee.

Additionally, many IR customers will be present, and networking with them to learn about their success and utilisation of Prognosis is an important and valuable part of the conference.

Here is where we could benefit from the training and best practices I’ll gain at the conference:

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

Here's an approximate breakdown of conference costs:

|  |  |
| --- | --- |
| Airfare:         | € xxx |
| Transportation (between airport and hotel):      | € xxx |
| Hotel:   | € 0 |
| Meals: | € 0 (covered as part of registration fee) |
| Training: | € 0 (covered as part of registration fee) |
| **Registration:** | € 200 |
| **Total:** | € xxx |

I'd like to register before the price of the event goes up (time is limited to get the early bird price of €150 for the event). I’d be happy to submit a post-conference report that will include an executive summary, major takeaways, tips, and a set of recommendations to maximise the return on our current investments in Prognosis. I can also share relevant information with key personnel throughout the company.

Thanks for your consideration. I look forward to your reply.

Regards,