

**IR Summit Sydney Justification Proposal**

To:

From:

Subject: Request to attend IR Summit – Sydney for Prognosis Users Proposal

I'm writing to ask for approval to attend [**IR Summit- Sydney**,](https://www.ir.com/events/ir-summit-sydney) November 13th in Sydney, Australia

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 whilst learning from real success stories from Prognosis power users.

IR typically charges upwards of AUD 4,000/day for custom training on average. This full-day conference includes a full day of product updates, knowledge transfer, hands-on technical training that includes all on-site meals. This would be an excellent professional development opportunity for me to attend to keep abreast of latest technologies and solutions to help improve the quality, efficiency and impact of my work to the organizations.

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: | AUD xxx |
| Transportation (between airport and hotel): | AUD xxx |
| Hotel: | AUD xxx |
| Meals: | AUD 0 (covered as part of the attendance to the event) |
| Training: | AUD 0 (covered as part of the attendance to the event) |
| **Registration:** | AUD 0 (covered as part of the attendance to the event) |
| **Total:** | AUD xxx |

I'd like to register for this event as there are limited seats available for the event offered exclusively by the IR Summit organisers. 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,