Dear [Decision-Maker],

I am requesting approval to attend NEOED’s 2023 Ignite User Conference [and pre-conference training] this [October 18-19 or 17-19] in Las Vegas, NV.

The conference is designed for higher education, public sector and public safety professionals to build industry skills and knowledge through expert thought leadership, informative training, and networking opportunities.

Ignite provides sessions to support industry education, product use, and education best practices. Attendees will also have the chance to receive one-on-one product support and network with peers to gain insights and learn from others’ experiences.

Overall, the Ignite conference will help me better understand current issues and discuss solutions with like-minded organizations and education professionals, which will add value to my work as a [Job Title].

[The Ignite User Conference also offers one full day of training before the two-day conference. This session is designed to help me fully comprehend our software system functionality and its benefits to our organization.

This pre-conference training is held in an interactive classroom setting, which allows me to ask questions related to how our organization uses the system. I will return from this training with new ways to maximize the value and success we get from our software products.]

The breakdown of costs are as follows:

|  | **Early Bird** | **Regular** | **Last Chance** |
| --- | --- | --- | --- |
|  | **April 3 - June 16** | **June 17 - October 7** | **October 8-17** |
| 1-Day Training Day Only Ticket (T) | $475 | $550 | $650 |
| 2-Day Ticket (W/TH) | $675 | $775 | $899 |
| 3-Day Ticket (T/W/TH) | $1,099 | $1,199 | $1,399 |

* Airfare:
* Transportation to and from Hotel:
* Hotel: $168/night, plus hotel fees and taxes
* Meals while traveling:

**Total estimate: $\_\_\_\_\_\_\_\_\_\_**

This investment is worthwhile because it will give me the tools I need to better leverage our NEOED products to support our organization’s goals. By attending the Ignite conference, my goal is to apply the insights and lessons I learn to improve our recruitment strategies and attract better talent, resulting in better services for the community we serve.