

xMatters Flow 2020 User Conference

To:

From:

Re: xMatters User Conference Proposal

I'm writing to ask for approval xMatters Flow 2020 Conference, their annual client event, taking place on April 27-29 in Chicago. The event consists of 3 full days of learning—best practices, hands-on training, and new innovations. It's the one conference each year that brings together the entire community of xMatters' experts. At a total cost of about \$[XXX], it's the most cost-effective way to ensure that we're getting the most from our xMatters investment.

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]

In addition to several engaging breakout sessions with xMatters client and partner speakers, the conference offers the chance to problem solve with xMatters employees and technology partners.

Here's an approximate breakdown of conference costs:

Airfare:	\$ [XX]
Transportation: (round trip taxi from airport to hotel)	\$ 80
Hotel: (3 nights at \$351)	\$ 1,053
Meals: (included)	Free
Registration Fee:	\$ 495
Training Workshop Fee:	\$ 0
Total:	\$ [XXX]

This conference should deliver incredible value to our business. I'll learn how to implement and use the latest features and see what's planned for future releases. I'll also develop better contacts with product experts and gain knowledge in innovative implementations from other xMatters clients. These "wins" will pay off in the form of streamlined practices, tested solutions, and a network of peers to call upon when troubleshooting.

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 investments in xMatters. 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,