Avanti User Group Conference 2019

November 12 – 15

Loews Vanderbilt Hotel, Nashville, TN

Dear *<Manager>*,

I would like your approval to attend Avanti’s User Conference in Nashville, TN from November 12-13, 2019. Avanti hosts this annual, collaborative, event for customers as part of their commitment to be a true partner in helping us grow our business and maximize our investment in Avanti’s Print MIS. We’ll be able to get an early look at Avanti’s future plans and even take part in shaping them!

Avanti User Group Conference 2019’s expanded agenda will include:

* ***Avanti Print MIS Users:*** Peer groups, roundtables and Avanti Experts showcasing Print MIS best practices, new features/function.
* **Avanti “Ask The Experts”** sessions with subject matter experts that I can sit with to gain insight on how to better use Avanti software and integrations to gain efficiencies in our company.
* **Workshops with Product Managers** that will give me an opportunity to share ideas for the future development of the product while learning what is coming next.
* **Panel discussions and networking events** with peers that will provide me the opportunity to share and exchange best practices that will not only improve my knowledge but will optimize our organization’s investments and operational costs.
* **Demos and Presentations from integrated software:** Review other best of breed solutions from Avanti software partners to understand how we could get more efficiency and effectiveness by expanding the capabilities though integrations.
* **One-on-one meetings** with the key Avanti staff whom I work with regularly to optimize our operation.

Since I will have the ability to customize my own agenda, attending will allow me to develop my skills, gain strategies & tactics we can implement immediately to elevate our business, as well as network with industry peers & experts who are focused on the same challenges as us. I’ll be able to share takeaways with the rest of the team, create an action plan for implementing the strategies I’ve gained, and come back with new tactics we can apply to projects like <fill in the blank>.

As part of Avanti’s commitment to helping customers thrive, registration fees are kept affordable, and the sooner I can commit to attending the more cost effective it would be. The Avanti User Group Conference 2019’s registration fee includes conference fee, meals, and transportation during the conference to all hosted activities with the following pricing tiers based how early I can commit to attend:

* Early Bird Pricing: $899USD ***extended to June 30!***
* Standard Pricing: $999USD July 1 – November 10, 2019

Additionally, I would need to request approval for hotel, airfare and transportation to/from the airport. I've broken down approximately how much it will cost for me to attend:

* Registration fee if I register by June 30th: $899USD ($999 thereafter)
* Hotel: $229USD using the Avanti Discounted group rate
* Airfare: <$XXX>
* Transportation to/from airport: $70USD roundtrip (estimate based on UberX fare)
* Meals during travel: <$XXX>
* TOTAL: <$XXX>

I believe the opportunity for me attend the Avanti User Group Conference would be invaluable to the overall success of <Company Name> and well worth the <total cost> investment. For a better understanding of the value the User Group Conference will bring to our operations, here is a link to the conference details: [avantisystems.com/news-and-events/augc19/](https://avantisystems.com/news-and-events/augc19/).

Thank you for your time and consideration in reviewing this request.

Sincerely,