To: Your Decision Maker

Subject: COLLABORATE 16 – IOUG Forum Attendance Proposal

Message:

I have been invited to attend [COLLABORATE 16 – IOUG Forum](http://collaborate.ioug.org/), an Oracle users conference April 10-14, 2016 in Las Vegas, NV and would like your approval to attend. Attending COLLABORATE will me new insights and technological best practices for these projects:

* [Insert your project or initiative]
* [Insert your project or initiative]
* [Insert your project or initiative]

Attending COLLABORATE 16 provides me access to three conferences’ worth of training, as the conference is co-hosted by three of the largest Oracle user groups: IOUG, OAUG and Quest International. COLLABORATE is the premier Oracle user-focused conference where I will not only assess products and technologies close-up to evaluate their relative applicability for our emerging needs, but also connect directly with product experts and attend hands-on labs where I will learn how to implement solutions that are valuable for [insert company].

For less than $3,000, I will gain skills that will save us thousands by avoiding unplanned downtime, thereby improving the performance of our current systems and opening up new business opportunities through increased stability, scalability and efficiency.

Here is an estimated breakdown of the costs:

Airfare: $XX

Transportation (round-trip from airport to hotel) $ XX

Hotel (4 nights @ $224 a night) $ XX[[review hotel rates](http://collaborate.ioug.org/page/hotel-travel)]

Meals (5 breakfasts and 3 dinners) $ XXX

Registration fee (before February 25) $ 1,400 [IOUG Member Group Rate]

Total: $ XX

I am seeking [Insert Company Name]’s sponsorship for the registration fee and booking expenses during the conference. I believe these training dollars are a good investment for our company and our team. Please note that if I register on or before February 25, 2016, [Insert Company Name] will save nearly $400 off of registration fees.

Lastly, I know that it can be difficult to have staff members out of the office, but the COLLABORATE 16 - IOUG Forum provides access to an Attendee Lounge that has Wi-Fi, power stations and work areas so I will be able to stay connected with the office while at the conference.

When I return from the conference, I will not only report on key takeaways or other valuable information that I receive for each session I attend but have a ready-set network of peers to aid our organization going forward.

I look forward to your reply.

Sincerely,

[Insert your name here]