Dear [Name],

I would like to request your approval for me to attend the [2020 US Avature Conference](https://www.avature.net/2020USConference) being held at [The Loews Miami Beach Hotel](https://www.loewshotels.com/miami-beach), on March 16-19.

This Conference takes place on a yearly basis and is unique from an Avature standpoint. The 2020 edition will bring together 350+ of the best minds in Talent Acquisition, People Management and HR from around the globe. Over three and a half days, I will have the opportunity to dive into HR strategy, network with peers, discover ways to leverage Avature in support of our organization’s goals, and have a chance to meet members of the Avature team as well as their CEO, Dimitri Boylan.

With over 35 sessions in total, the event consists of educational presentations divided in three tracks – Strategic HR in Action, the Power User Track and the Technical Track –, panel discussions, workshops, and even an official Avature Certification opportunity for Admin Users. On its fourth year, the Strategic HR in Action Track is expected to give participants insight into recruiting and talent management initiatives used by top global companies and thought leaders, whereas in the Power User Track, delegates will learn best practices and get practical, step-by-step training to take advantage of Avature’s features. Finally, the Technical Track, after its huge success on 2019, will guide HRIS professionals as Avature’s technical leads deep dive into core system technicalities.

Additionally, networking is an enormous part of this event; the community aspect is huge and extremely popular. Attendees vary from SVPs to Recruiting or Sourcing Leads from top organizations. Coming together with professionals from different roles and industries, and hearing what other organizations are doing—or not doing, for that matter— provides invaluable learning opportunities which I’d be excited to share with the rest of the team afterwards.

The approximate investment for my attendance is as follows:

*[Fill in based on your specific circumstances]*

* Roundtrip Airfare: USD [Enter Amount]
* Hotel: USD 289 per night (before taxes and fees). This is a special conference rate for a limited number of rooms available for bookings until February 1, 2020. I estimate total hotel fees to be [USD 578 (two nights) or USD 867 (three nights)] before taxes and fees.
* Meals: USD [Enter Amount] (two days of lunches, and three days of breakfasts, refreshments and cocktail receptions are included in the conference fee.)
* Conference Fee: USD 580, USD 800 or USD 999 – provided I register before June 19, 2019 or Dec 31, 2019, respectively, after which the early bird rate will expire and the cost per person will increase to USD 999. If we decide to send additional attendees, group discounts will apply (10% for parties of 3 or more, and 20% for groups of 6 or more.)

Please accept this proposal to attend as I’m confident in the significant ROI we will receive from it. Considering the value we’d get from the Conference, I believe this is a worthwhile investment.

For more information on the event, please visit the conference [website](http://www.avature.net/2020USConference).

Thank you for your consideration.

Best,

[Your Name]