**2023 Unanet Champions Conference**

To:

From:

Re: 2023 Unanet Champions Conference

I would like to request approval to attend the 2023 Unanet Champions Conference, scheduled for April 27 - 28, in Denver, Colorado, with a pre-conference training on April 26. The 2023 conference looks like a terrific way for us to acquire best practices, knowledge of the latest product features, and new skills that will help us get the most out of our investment in Unanet.

In previous years, the conference received glowing reviews and Unanet is expecting over 800 attendees this year. The conference offers product training at the pre-conference event which includes product certification testing, solution overview and customer experience breakout sessions for our specific product, a keynote speaker session, and presentations on product direction. It includes many opportunities to meet with Unanet product experts as well as other Unanet customers. Through networking with other Unanet customers and meeting Unanet partners, we will gather new ideas and insights to implement at our organization. In addition, I will be able to earn SMPS or CPE credits for attending breakout sessions, furthering my professional development. I am confident that the experiences gained from attending this meeting will pay off in driving forward some of our internal initiatives more efficiently and successfully; specifically:

* [*internal initiative 1*]
* [*internal initiative 2*]
* [*internal initiative 3*]

The estimated total cost is $XXX broken down as follow:

* *Registration Fee (regular pricing ends 3/17) $1,465*
* *Full Day Pre-Conference Training $699*
* *Hotel ($289 per night) $XXX*
* *Airfare $XXX*
* *Meals (breakfast & lunch provided 4/26 – 4/28, $XXX
dinner provided 4/26 – 4/27)*

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 **Total:** **$XXXX**

In addition to better understanding our current usage, the conference will provide opportunities to understand how companies like ours are taking advantage of other Unanet capabilities to manage their projects and people.

On my return, I will submit a detailed report covering key takeaways from the conference, and practical recommendations we can implement based on strategies and successes of other Unanet customers. I would also be happy to share relevant information with personnel throughout our organization, using the electronic presentation material provided.

Thank you for considering this request. I look forward to your reply.

Regards,