*[Manager’s name],*

I’m writing to ask for approval to attend the annual Netsmart CONNECTIONS event. The conference will be held March 29 – April 1, 2020 at the Gaylord Rockies just outside of Denver. CONNECTIONS will be an invaluable opportunity for me to engage with Netsmart associates and more than 1,600 of my peers who use Netsmart solutions and services. This annual event is known for offering informative sessions regarding industry hot topics, tips and tricks for optimizing Netsmart solutions and extensive networking opportunities.

The General Conference will offer me more than 100 sessions – some of which will offer hands-on opportunities for me to develop new skills while receiving real-time assistance and feedback from Netsmart experts and other clients. CONNECTIONS will allow me to immediately put my learning into practice upon returning.

All sessions were recommended by Netsmart clients, resulting in an agenda filled with industry updates, round table sessions, lessons learned and the introduction of new innovations. Sessions are also classified by role and skill level, so I can craft an agenda that matches my interests, abilities and role.

I’d like to focus on finding solutions or best practices that could benefit these projects and initiatives at our organization:

* [add project or initiative]
* [add project or initiative]
* [add project or initiative]

**My attendance will also enable me to:**

* Participate in a user group meeting to network with peers from other organizations using our CareRecord
* Meet 1-on-1 with Netsmart solution experts to ask questions and get recommendations on best practices in the exhibit hall or with a pre-scheduled meeting
* Learn the future direction of Netsmart from CEO, Mike Valentine, and other leaders in the Keynote session
* Receive demonstrations of new functionality and enhancements, as well as additional solutions that could benefit our organization
* Attend pre and post-conference training courses that allow for hands-on, all-day training for an additional cost of $399

We have been Netsmart clients since XXXX and use XYZ solutions. This event is the most impactful way to gain a deeper understanding of how Netsmart can help us use our solutions better and accomplish both industry-wide and organization-specific goals. At a total cost of about $X, it's the most cost-effective way to ensure that we’re getting the most from our Netsmart investment.

Here is a breakdown of the conference costs:

|  |  |  |
| --- | --- | --- |
| **Expense Type** | **Expense** | **Notes** |
| **Conference Registration** | $ | *$700 through Nov 22, 2019, $750 through Feb 14, 2020 and $1,000 after Feb 14, 2020.* |
| **Lodging** | $ | *Discounted rate of $235 plus resort fee and taxes at the Gaylord Rockies if booked by March 6, 2020.* |
| **Meals** | $ | *Conference registration includes breakfast, lunch on Monday, Tuesday and Wednesday, as well as dinner on Sunday, Monday & Tuesday.* |
| **Airfare** | $ |  |
| **Ground Transportation** | $ | *Taxi, Uber and other ride shares are available for the approximate rate of $25. There is also a Commuter Train available for $10.50 per person each way.* |
| **Other (i.e. rental car, parking, gratuities, incidentals, etc.)** | $ |  |
| **(Optional) Pre/Post Conference Training Course(s)** | $ | *$399/course* |
| **Total** | $ |  |

*NOTE: The above information is for example purposes only. Please input information pertaining to your estimated costs and attendance goals.*

I’ll submit a post-conference report that will include an executive summary, key industry takeaways, best practice tips, and a set of recommendations to maximize our current investments in Netsmart. I can also share relevant information with key personnel throughout the company.

Thank you for considering this request. I look forward to your reply. Please let me know if I have sign off to attend this valuable event, as the earlier I make my travel arrangements and register for the event, the more cost friendly it will be!

For additional information about CONNECTIONS, please visit [www.ntst.com/connections](http://www.ntst.com/connections), and if you have specific or additional questions on the event, please let me know or reach out to [events@ntst.com](mailto:events@ntst.com) and they would be happy to answer any questions you may have!

Thank you,

*[Your name]*