

Dear \_\_\_\_\_ :

I would like your approval to attend the Ellucian Live 2019 user conference, April 7–10, 2019 in New Orleans, Louisiana. Because of the careful attention we're giving to our budget spend, I want to outline why my attendance is a worthy expense and a good investment that will help keep our department's technology skills current and relevant.

The Ellucian Live 2019 conference expects to host more than 7,500 participants from over 1,300 higher education institutions around the world. This provides an excellent opportunity to meet with peers, discuss similar business challenges, and glean best-practice advice.

By attending the conference, I'll have access to hundreds of educational sessions presented by Ellucian experts that will help me to understand current product direction and best practices for optimizing our existing software investment. In addition, the conference offers multiple presentations from nationally recognized experts in the higher education industry, an opportunity to explore new solutions and product demonstrations of emerging technologies.

During the conference, I will schedule one-on-one, on-site meetings with participating vendors that I plan to evaluate for future use. Obviously, attending the Ellucian Live 2019 conference will be an initial expense, but the chance to meet and problem-solve with solution experts makes this conference an opportunity that our institution cannot afford to miss.

The following is a list of my top three priorities to accomplish at Ellucian Live 2019:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Ellucian Live 2019 offers a variety of conference packages. I would like to attend the \_\_\_\_\_

Here is an estimation of the cost to send me to Ellucian Live 2019:

Airfare: _____	Meals: _____	Conference fee: _____
Transportation: _____	(Includes lunch and coffee breaks Monday–Wednesday and receptions Sunday and Monday evenings. Please note breakfast is on your own .)	Approximate total: _____
Hotel: _____		

I am requesting approval from you now so we can take advantage of Ellucian Live's current rates and discounted housing.

I will plan to meet with you after the Ellucian Live 2019 conference to discuss significant takeaways, tips, and recommended actions to maximize our investment in Ellucian solutions. Additionally, I'll pass along relevant information to key colleagues. Most sessions will be recorded and available for attendees to download after the event, which will be an invaluable asset to the entire team.

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

Regards,

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