Inforum is a 3-day education event where thought leaders, Infor customers, employees, and partners come together to learn, exchange information and ideas, and discover how to excel in an increasingly connected business world. This is a user education event that is important to our team, and I would like to attend.

I'd like to get your approval to attend Inforum, which is scheduled for 14-16 September 2020, in Las Vegas, Nevada. There's no other conference where I'll have the opportunity to test drive innovative new technologies; attend sessions focused on our specific industry, products, and my role; join visionary sessions to learn about Infor's strategy; and broaden my network of peers. I'll have access to experts from around the world—customers, partners, and Infor staff—to help build my skills and knowledge and maximize the value of our investment with Infor.

I'll be able to choose from hundreds of sessions, and tailor my schedule to get exactly the information I need. For example, I plan to focus on:

In addition to sessions, I'll be able to check out more than 50 Infor partners, see Infor technology demos run by the experts who helped build the products, and get hands-on training thru the Academy sessions.

Here's what a few of last year's attendees said about their experience:

"Great learning experience and networking."

"Strong educational opportunities, plus the chance to meet and network with potential solution providers."

"Inforum offered many sessions that were helpful in discovering more about current products/modules that we are looking to implement."

"High quality of speakers and presentations on all topics."

This is the approximate cost of my attending Inforum:

	Early bird (15 Jan– 1 May)	Late Bird (2 May– 22May)	Regular (May 23–Sept 12)	Onsite (13–16 Sept)
Airfare:	$	$	$	$
Hotel*:	$	$	$	$
Meals**:	$	$	$	$
Registration:	$ 895	$ 995	$ 1,195	$ 1,495
Other expenses:	$	$	$	$
Total cost:	$	$	$	$

*Hotel rates available until 6 August 2020 ($ 162 average per night).
**Conference meals provided: 2 breakfasts, 2 lunches, 4 coffee breaks, and 1 reception.
***Registration rates are for customers outside of North America.

Thank you for considering this proposal and supporting my professional growth and our team.
Upon your approval, I will finalize plans to attend. The earlier I register for the event, the lower all
expenses will be. Immediately upon my return, I will prepare an internal follow-up report so
our entire team will benefit from this experience.

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Name