Dear **<Supervisor’s Name>**

I would like to attend **COLLABORATE19 – Quest Forum,** held April 7-11, 2019 at the Henry B. Gonzáles Convention Center in San Antonio, TX.

Attending COLLABORATE will allow me to participate in education sessions that are directly applicable to my work on **<insert team priority/project>**. I’ll also have the chance to network with a variety of peers who face the same challenges and experts who can offer solutions. Many of the presentations offer time- and money-saving tips and techniques and information on streamlining processes and boosting productivity.

I am seeking sponsorship for the registration fee and travel expenses and have included a detailed cost breakdown below.

If I attend, I’ll have access to:

* More than 23 hours of education (400+ sessions) selected by Quest’s **<insert your product here i.e. Oracle Cloud, PeopleSoft, JD Edwards>** customer committee members
* Keynote presentations from Oracle thought leaders, as well as announcements and roadmaps that are exclusive to COLLABORATE19 from Oracle experts and strategists and live demos at the Oracle booth
* More than 20 Special Interest Group and industry meetings that will serve as open discussions around relevant topics and enhancements
* 250+ solution providers in the exhibitor showcase
* Hundreds of peers to network and share ideas and best practices with

**DETAILED COST BREAKDOWN**

* Registration $
  + The following registration rates are available:
    - **Option A:** Register by February 14, 2019 and Quest members receive the pre-conference rate of $1,650 within the hotel block. An individual membership is only $395 and includes year-round access to Quest online education, as well as recorded sessions from this and past COLLABORATE conferences. This benefit is exclusive to paid [Quest members](https://www.questdirect.org/membership). **\**Corporate memberships are also available and give anyone in the company a member discount for this conference.* This option does not include group or government discounts. See web site for details.**
    - **Option B:** Register by February 14, 2019 and Quest non-members receive registration at the discounted pre-conference rate of $2,050 within the Quest hotel block.   
      **This option does not include group or government discounts. See web site for details.**
* Airfare $
* Hotel $
  + Visit [questdirect.org/collaborate](https://www.questdirect.org/conference/collaborate#hotel) and book your room early for the lowest rates.
* Meals $

The total costs associated with attending COLLABORATE19 are: **<$xxx>**

**OUR ROI**  
I’ll learn how to make the most of our current **<insert product or focus area here>** investment to increase our staff’s productivity and create ways to cut more overhead costs, as well as get a preview of how our organization can take advantage of the technology in the most recent release and upcoming feature releases. A few of the presentations that I plan to attend include: **<list a few sessions here>.**  
  
I’ve enclosed an agenda that I built using the customized agenda tool focused on our key priorities. I have access to sessions around not just our product, but also other products in the Oracle ecosystem. **<build a custom agenda** [here](https://app.attendcollaborate.com/event/member/544986)**>**

I’ll also be able to build new business relationships and share best practices with other attendees working on the same priorities through networking time and Special Interest Group meetings. This event also has an extensive number of case study presentations and roundtable discussions with other users. **<list a few sessions here>**  
  
Other staff members in our organization will be able to benefit as I will meet with the team when I return to relay recommendations and action items and circulate a detailed actionable Trip Report. I’ll also have full access to view all COLLABORATE presentation slide decks upon return – perfect for reviewing key highlights with the team.

Please accept this proposal to attend as I’m confident in the significant return we will receive for the small investment.  
  
To benefit from the current discount, I need to register before February 14, 2019, so I appreciate a quick response. Thank you for your consideration.  
  
**<add standard close>**