Dear **<Supervisor’s Name>**

I would like to attend the **Quest Forum Digital Event,** a series of live online events for Oracle users that kicks off April 20 – 24, 2020 and continues with community education weeks May 27 – June 18, 2020.

As a completely virtual event, the Quest Forum Digital Event will allow me to participate in education sessions that are directly applicable to my work on **<insert team priority/project>** without the need to travel. 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 have listed the options below.

If I attend, I’ll have access to:

* 550+ interactive education sessions selected by Quest’s **<insert your product here i.e. Oracle Cloud Applications, PeopleSoft, JD Edwards, Database and Technology>** customer committee members
* Keynote presentations from Oracle thought leaders, as well as announcements and roadmaps that are exclusive to the Quest Forum Digital Event from Oracle experts and strategists
* More than 20 Special Interest Group and industry meetings that will serve as open discussions around relevant topics and enhancements
* 100+ solution providers in the virtual demogrounds and tradeshow
* Hundreds of peers to network and share ideas and best practices with

**REGISTRATION PRICING**

* The following registration rates are available:
	+ **Individual:**
		- Quest non-member or basic member registration: $1,249
		- Quest professional or corporate member registration: $879
			* A professional or corporate membership is only **$395** and includes year-round access to Quest online education, as well as recorded sessions from the Quest Forum Digital Event and past 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.**
	+ **Group:** Groups of *four or more paid registrants* are eligible for a group discount.
		- Quest non-member or basic member registration: $999
		- Quest professional or corporate member registration: $699

**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.

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 the Quest Forum Digital Event 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.

Thank you for your consideration.

**<add standard close>**