

Re: Request to attend Smartsheet ENGAGE in London, UK

Hello [Your Manager's Name],

I'm seeking **approval to participate in Smartsheet ENGAGE, scheduled for 14 and 15 of May 2024 in London, UK.**

Attending ENGAGE – the annual customer conference that brings together professionals across industries, roles, and countries, to share insights and best practices – would significantly enhance my skills utilising the platform.

Not only will ENGAGE support my professional growth, but once I'm back, I can debrief the team by sharing new insights, key takeaways, and suggested action items for improving the way we work.

**Here are the top three reasons attending ENGAGE will help benefit our organisation:**

1. More than 20 breakout sessions for product training and technical deep-dives
2. Opportunities to try the latest Smartsheet features, coupled with personalised coaching from Smartsheet experts and partners
3. A chance to swap ideas with and learn how other companies like ours have used Smartsheet to create new market and revenue opportunities with process and workflow optimisations

**Costs:** I've estimated the total cost to attend at £\_\_\_\_\_. (see breakdown below)

	Estimated Cost
<b>General Admission:</b>  £540 • early bird pricing ( <i>through 29 February 2024</i> ) £630 • early bird pricing, plus optional conference training ( <i>through 29 February 2024</i> ) £660 • standard conference pass £750 • standard conference pass, plus optional conference training  <b>Group passes for 3+ individuals from the same organisation:</b> <i>Price is per ticket</i>  £570 • standard conference pass £660 • Standard conference pass, plus optional conference training	£

<p><b>All prices include VAT</b></p> <p><b>Optional Smartsheet Certification Exams:</b></p> <p><b>Associate Level</b>  Core Product Certification  System Administrator Certification  Smartsheet Control Center Lead Certification  £70 • early bird pricing (<i>through 29 February</i>)  £98 • standard  £140 • at conference</p> <p><b>Solution Level</b>  Project Management Certification  £94 • early bird pricing (<i>through 29 February</i>)  £131 • standard  £187 • at conference</p>	
Airfare	£
Ground transportation	£
Hotel: 2 nights at discounted conference rate of £259 + VAT per night	£
Meals: Breakfast, lunch, and snacks, as well as food at the hosted attendee reception, will be provided as part of the conference fee.	£
<b>TOTAL</b>	<b>£</b>

The conference is projected to sell out. If I register now, I can save money before the cost goes up and have access to the best available hotel rates.

I hope you agree that this is a great opportunity to maximise our investment in Smartsheet. Thank you for considering my request!

Sincerely,

[Your Name]