**CI2020 Users Conference Proposal**

# Dear [XXXX]:

I am writing to request approval to attend CI2020, this year’s CampusInsight Pre-Conference Training and Users Conference, taking place in Grapevine, Texas from April 27 – May 1, 2020.

This conference provides a unique opportunity to gain knowledge, hands-on training and best practices that can be applied immediately upon return from the event.

The following is a list of my top three priorities to accomplish at CI2020:

1. <Fill in what you will attend to get information or help with>

2. <Fill in>

3. <Fill in>

Here is an estimation of the cost of my attendance at the event:

* Airfare to Dallas/Ft. Worth Airport: $ [xxx]
* Taxi/Ride Share Transportation: estimated $40 round trip (DFW to Gaylord Texan Resort)
* Host Hotel (Gaylord Texan Resort & Convention Center): $209 plus $20 resort fee and tax per night

Pre-Conference Training courses: $500 per half day course, $1000 per full-day course.

Conference registration fee: $745 (early bird rate until February 28)

Approximate total: $ [xxxx]

By staying at the Gaylord Texan Resort & Convention Center, I will not need a rental car. I will also be eligible for all conference meals and breaks at the hotel during the event, an estimated savings of $755.00 for the full week.

*Based on these meal costs:*

* + Each breakfast valued at $40
	+ Each lunch valued at $50
	+ Each dinner valued at $85
	+ Each break valued at $15

I am asking for approval now so that when registration opens in December, we can take advantage of the reduced registration rate. That is a savings of $250 if I register by February 28, 2020.

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

Regards,

[Name]