**SYNERGY**2019 **Conference Proposal**

To:

From:

Re: Proposal to Attend Thomson Reuters SYNERGY2019 Conference

I’m writing to ask for approval to attend SYNERGY2019, the annual Thomson Reuters conference, September 22-26 in Virginia Beach, Virginia.

SYNERGY2019 will enable me to learn more about our Thomson Reuters software and how our office can maximize our investment. With more than 100 education sessions and workshops to choose from, this conference will provide me the opportunity to:

* Learn about technology trends, upcoming software enhancements and how to more effectively use our software applications, which will help improve our efficiency.
* Directly provide product suggestions and feedback to Thomson Reuters product specialists, executives, and subject-matter experts, so as to influence future technology development.
* Network with counterparts from across the country, sharing best practices and comparing workflow processes.

**Here’s an approximate breakdown of conference costs:**

Airfare: $ XXX

Ground Transportation: $ XXX

Hotel (up to $224 per night): $ XXX (+tax)

Meals (during travel): $ 250 (estimated)

Registration Fee (includes two dinners) $ up to 775

(*Dependent on date of registration*)

**Total: $X,XXX**

I’m researching additional ways to reduce expenses, including advanced-purchase airfare rates and ride sharing. I’ll submit a post-conference report that will include an executive summary, major takeaways and tips as well as copies of SYNERGY education presentations. I can also share relevant information with key personnel throughout the jurisdiction.

Thank you for considering my request.

[YOUR NAME]