

Copy and past the example text below to create a letter for your boss. You can customize the letter by editing the text highlighted in red. Good luck! If you need any help, please email your CSM.

Dear (Insert Manager's Name),

I would like to attend Meetingmax's 2020 Unconvention as I believe it will provide value for our organization.

[The Unconvention](#) is the event industry's only conference focused on event room block management. The education sessions center around successful event room block management, capitalizing on system features, uncovering new revenue streams, and staying current of industry trends. On top of this, Meetingmax has a deep focus on community and fosters peer to peer sharing which will be beneficial for me as I grow my support network.

If you approve my attendance I commit to improving (Insert Key Performance Objective), by (Insert Percentage), in (Insert Time Frame) when I return.

I also commit to accomplishing these objectives:

1. Bring back (#, i.e. three) different ideas on how to solve our (Insert Problem).
2. Identify (#) new opportunities in housing in which we could generate revenue for our company.
3. Meet (#) people to add to my personal network who are knowledgeable about Meetingmax.
4. Learn (#) new system tips on how to better manage our housing events.

The event takes place March 30 – April 1, 2020 in Vancouver, Canada. I can arrange for others to cover my responsibilities during the days I am attending the conference.

Additionally, if we decide to send other team members involved with housing to the event, we can save money by taking advantage of group rates (savings start at \$145.00 USD per person).

The expected costs to attend the show are:

Registration: \$0.00 (Early bird rates of \$695.00 pp are available until 12/31/2019)

Hotel: \$0.00 (Room rates start from \$179.00 CAD / \$135.00 USD per night)

Flight: \$0.00 (We recommend using the app Hopper for the best flight rates)

Total: \$0.00

I firmly believe that the knowledge and experience that I will gain at the conference will justify the expenses above. I hope you agree that my attendance at the 2020 Unconvention will be worthwhile to our organization.

Thank you for your consideration!

(Insert Signature)