****

**“Avaya Technology Forum 2016:**

**why should I attend the event?”**

Dear xxxx

I am requesting approval to attend the Avaya Technology Forum (ATF) 2016 in

Bangkok, Thailand. The event will take place on February 24, 25 & 26, 2016. Based on

our current business needs it’s my belief that by attending ATF, I can gain the

insights and expertise I need to help increase our operational excellence, improve

productivity and create innovative differentiation leveraging our communications

and network technology.

In addition this event can help me forge valuable relationships with those that are

responsible for building and designing new and innovative communications

solutions. It will also provide me with in-depth education/training on emerging

technologies and communication trends. ATF will offer me tremendous opportunity

to discuss with my peers and industry experts the specific IT objectives we are

currently driving toward gaining insight solutions to help us achieve our goals.

At a time when we have a conservative approach to travel and training budgets and

under increased scrutiny, I firmly believe that ATF 2016 is a worthy investment that

will provide the knowledge that will help us meet our own company.

The registration fee is currently $388. In addition to the registration fee, the other

costs that need to be taken into consideration are:

* Transports: (please add costs here)
* Hotel Accommodations: (please add costs here, note that you can get
* preferential rates at our preferred hotel.)
* Expenses: (please add costs here)

For more details you can refer to the event website www.avaya.com/ATF2016.

Many thanks for your consideration and looking forward to your feedback.