To: **<manager name>**From: **<your name>**Date: **<insert date>**

Subject: **Attending Avaya ENGAGE** SM **2017**

I would like to request approval to attend Avaya ENGAGE 2017, scheduled for February 12-15, 2017 in Las Vegas at the MGM Grand. This annual event is organized by Avaya and the International Avaya Users Group (IAUG) and is the leading event for technology communications professionals, offering the best opportunity to learn about new approaches to common convergence problems and identify tools to help move our company forward.   
  
With over 2,000 Avaya users in attendance, I will have the opportunity to engage with industry leaders, trusted vendors and Avaya experts who can help our company maximize our IT spend ROI. Avaya ENGAGE will feature more than 150 in-depth technical and business strategy sessions organized by industry topics, tracks and company size so I can easily identify sessions of value to our organization.

Below are just a few of the topics:

<**Click here** for Avaya ENGAGE topics and add / edit / insert / delete bullets as appropriate.>

* Staying abreast of rapid changes in the marketplace and technology
* Managing the increasing costs of implementation and maintenance
* Maintaining security with the BYOD movement
* Integrating BYOD while maintaining security
* Solutions for effective video conferencing
* Finding the best path to the Cloud and what makes sense for our company
* Integrating Microsoft Lync into Avaya
* Virtualizing in the Avaya environment
* Moving to SIP and the transition to data communications
* Finding the best integration and/or migration strategies from old to new platforms

I believe that Avaya ENGAGE is the best use of our training dollars. Not only does it provide top technical and strategic content, but it is also priced reasonably: The rate is half the price of a competing enterprise communications conferences. The cost of sending me is outlined below:

**<SELECT ONE OF THE TWO OPTIONS BELOW BASED ON YOUR SITUATION>**

**<Insert your estimated expenses in the lines below. Travel costs vary and should reflect individual costs.>**

Airfare:  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **<Add estimated flight expenses to Las Vegas**

Hotel:  $\_\_\_\_\_\_\_\_\_\_\_\_ **<Add $$$ per night plus tax. For the full conference, assume a five (5) night hotel stay.>**

Meals: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **<Breakfast and lunch are provided Monday – Wednesday; Evening appetizers are provided Monday and Tuesday.>**

Registration Fee: $\_\_\_\_\_\_\_\_\_\_\_\_\_ **< $995 IAUG end-user member / $1250 non-member end user if signed up by January 12.>**

The total costs are **$\_­\_\_\_\_\_\_\_\_\_\_\_\_\_\_ <Add all previous lines**>.

**<IF YOUR COMPANY IS AN IAUG MEMBER>** Since our company is an IAUG partner member, we save $255 on the registration fee.  
  
**<IF YOUR COMPANY IS NOT AN IAUG MEMBER>** If we become a member of IAUG, my registration fee would be discounted by $255. IAUG membership offers year-round benefits that would be useful to our organization. I am happy to contact IAUG to get our membership started if you wish.

Please note that after January 12, 2017 the registration fee will go up. If you would like more information about Avaya ENGAGE, visit the [**conference website**](http://www.engage.iaug.org) or I would be happy to answer any questions you may have. I appreciate your consideration.

Best Regards,

**<your name>**