Dear **<Insert Manager’s Name>**,

I would like your approval to attend Qnections 2019, Quorum’s annual conference for end users, IT leaders and business leaders. This year the conference is at the MGM Grand from April 23- 25, 2019.

Qnections 2019 offers three days of learning track sessions, leadership forums, IQ bars, hands on labs and networking receptions. It will also give me a chance to connect with over 500 oil and gas professionals, subject matter experts and industry leaders. My goal is to return from the conference with a list of ideas that I can share and begin to implement immediately.

In particular, I’d like to focus on the following at the conference:

* Learn more about Quorum’s software, and how it can benefit us
* See how the latest product releases offer significant improvements in efficiency and productivity
* Find out about best practices and new opportunities that could improve our business processes
* Earn continuing education credits through <NALTA, NADOA, NASBA>

Quorum has simplified registration and now offers an ‘All Inclusive’ package that includes the conference fee, two nights’ stay at the MGM Grand (April 23 and April 24), two networking receptions and all conference meals at an Early Bird registration price of just 1299 USD. Additionally, with the FlexPay option you can split the total payment and be charged for just the conference fee upon registration (749 USD if Early Bird registration or 949 USD if Standard registration). You will then be automatically charged for the two nights’ stay as a second transaction on March 1st (550 USD).

For your convenience, I’ve broken down the approximate cost of my attendance at Qnections 2019:

|  |  |  |
| --- | --- | --- |
| Travel | Airfare | xxx USD |
| **Early Bird Registration:**  **Oct 23 – Feb 14** | **Option 1 – Early Bird FlexPay**   * **Conference fee (payment upon registration)** * **2 nights’ stay + 2 networking receptions + all conference meals (deferred payment on March 1st)** * **Total Cost for Early Bird FlexPay** | **749 USD**  **550 USD**  **1299 USD** |
| **Early Bird Registration:**  **Oct 23 – Feb 14** | **Option 2 – Early Bird All Inclusive**   * **Bundled pricing for conference fee + 2 nights’ hotel stay + 2 networking receptions + all conference meals (full payment upon registration)** | **1299 USD** |
| Standard Registration:  Feb 15 – Mar 22 | Option 1 – Standard FlexPay   * Conference fee (payment upon registration) * 2 nights’ stay + 2 networking receptions + all conference meals (deferred payment on March 1st) * Total Cost for Standard FlexPay | 949 USD  550 USD  1499 USD |
| Standard Registration:  Feb 15 – Mar 22 | Option 2 – Standard All Inclusive   * Bundled pricing for conference + 2 nights’ hotel stay + 2 networking receptions + all conference meals (full payment upon registration) | 1499 USD |
| **Total Investment** |  | **xxx USD** |

\*All Registration closes on March 22, 2019

I know that we will receive a lot of value from Qnections 2019. I’ll learn about what is new with the products we currently own and what else Quorum is doing that could bring real value to our company. I’ll also see the roadmap for future releases, develop better contacts with industry experts and gain knowledge in specific areas of the Quorum platform.

With spots for the conference going fast, I’d like to register before the February 14 Early Bird registration deadline. Thank you for considering this request.

Regards,

**<Insert Your Name>**