Dear **<Insert Manager’s Name>**,

I would like your approval to attend Qnections 2018, Quorum’s annual conference for end users, IT leaders and business leaders. This year the conference is in Phoenix, Arizona from April 4th-6th.

Qnections 2018 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 400 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>

This year, Quorum has simplified registration and is offering an ‘All Inclusive’ package that includes the conference, a 2 night’s stay (April 4th & 5th), 2 networking receptions and all conference meals. Additionally, with the FlexPay option you can split the total payment and be charged for just the conference fee upon registration ($949). You will then be automatically charged for the 2 nights stay as a second transaction on March 1st ($550).

For your convenience, I’ve broken down the approximate cost of my attendance at Qnections 2018:

|  |  |  |
| --- | --- | --- |
|  | Airfare | $xxx |
| Standard Registration:  Feb 15th – Mar 1st | Option 1 – FlexPay   * Conference Fee (payment upon registration) * 2 nights stay (deferred payment on March 1st) | $949  $550 |
| Standard Registration:  Feb 15th – Mar 1st | Option 2 – All Inclusive   * Bundled Pricing for Conference + 2 nights hotel stay + 2 Networking Receptions + All Conference Meals (full payment upon registration) | $1499 |
| **Total Investment** |  | **$xxx** |

\*All Registration closes on March 1, 2018

I know that we will receive a lot of value from Qnections 2018. 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 March 1st registration deadline. Thank you for considering this request.

Regards,

**<Insert Your Name>**