To: [Your Manager]  
Subject: Why I should attend CommunityLIVE with Applied Imaging

Dear [Manager],  
I’d like to request approval to attend CommunityLIVE with Applied Imaging, Hyland’s premier content services event, taking place in Cleveland, Ohio. This is an invaluable, once-a-year opportunity to extend our technology investment and help our organization meet our goals for 2019 and beyond.  
  
In its 19th year, CommunityLIVE has grown to 2,700+ attendees, many from the [our industry] industry, sharing best practices and success stories. This targeted professional development opportunity allows me to:  
  
• Tailor my training from an agenda of hundreds of educational sessions  
• Explore the newest features and functionality of the software at dozens of hands-on user stations  
• Engage one-on-one with developers and technical support staff as well as Hyland leadership  
• Strengthen and continue to build my group of resources that I can call upon for insight and guidance when we face challenges or need to grow our own solutions  
  
I’m happy to submit a post-conference report to you and our key personnel in [my department] and [the executive team], listing major takeaways, user tips and a set of recommended actions to help us maximize our investment in [OnBase, ShareBase, Perceptive products, OneContent, and/or LawLogix products].

Below is an approximate breakdown of the costs for CommunityLIVE.

|  |  |
| --- | --- |
| Luxury Motorcoach Ground Transportation | FREE! Paid for by Applied Imaging |
| Hotel (#of nights at daily rate + tax) | $576.35 |
| Registration Fee | FREE! Paid for by Applied Imaging |
| Conference Pass | FREE! Paid for by Applied Imaging |
| All meals | FREE! Paid for by Applied Imaging |
| Total Cost to [INSERT EMPLOYER NAME] | $576.35 |

Conference pass options include all keynotes, lunches, and meals at industry-specific events and receptions:  
**CommunityLIVE** – includes the main conference Tuesday-Thursday  
**Hands-on Technical Training** – IT and admin staff can meet project training and certification requirements,  
  
Thank you in advance for considering this request. Please let me know if I have your approval to attend this valuable event, as the earlier I make my travel arrangements, the more cost-friendly they will be.

Regards,  
[Insert signature]