***Request to Attend SAPPHIRE NOW and ASUG Annual Conference***

*Use this template to help justify your attendance at this year’s event.*

Dear <insert manager name>,

I would like to increase my value to the organization by attending [SAPPHIRE NOW and ASUG Annual Conference](http://events.sap.com/sapandasug/en/home). In just three days I can zero in on the topics most relevant to my role, consult with technology experts, learn real-world best practices from early adopters, and broaden my network.

[SAPPHIRE NOW and ASUG Annual Conference](http://www.sapandasug.com/)

Orlando, Florida, May 17-19, 2016

During the event, I’ll be able to:

* Learn about important technology trends as well as SAP solutions that empower companies in the digital economy
* Help maximize our technology investment – accessing product roadmaps, simplification strategies, and upgrade opportunities
* See demos and meet SAP partners who could help with our implementations
* Visit the Americas’ SAP Users’ Group (ASUG) Hub to learn about the benefits of joining or to get more from our existing membership

I’ve reviewed the [Session Catalog](https://sessioncatalog.sapevents.com/go/agendabuilder.sessions/?l=130&locale=en_US) and here is a list of sessions that I plan to attend to help with my current projects:

Session A

Session B

Session C

In addition, I’d like to add an [ASUG pre-conference session](http://events.sap.com/sapandasug/en/asugpreconf):  
Add Pre-conference Session

Here’s a summary of estimated expenses:

[Conference Registration](http://events.sap.com/sapandasug/en/registrationinfo): $XXX

[Pre-Conference Session](http://events.sap.com/sapandasug/en/asugpreconf): $XXX

Airfare: $XXX

Ground Transportation: $XXX

Accommodations: $XXX

Meals & other expenses (breakfast and lunch is included in the conference fee): $XXX

Projected Total Cost: $XXX

Thank you for your consideration. Please let me know if I can register to attend.

<insert your name>