



Dear [Supervisor/Manager’s Name],

To further develop my Planisware skills, expertise, and knowledge around shared PPM best practices, I would like to attend Exchange25. This year’s user conference is March 25-27, 2024, in San Francisco. Exchange25 offers 2.5 days of presentations, breakouts, networking opportunities with other Planisware customers, Planisware experts, partners, and industry thought leaders.

Here’s the value I expect to gain from attending the user conference:

- **Through various sessions, I will learn first-hand how other companies are managing key PPM challenges.** I will hear how different organizations have been able to transform their PMO and portfolio, product, program, project, and resource management challenges into successes – what it took to get there, and lessons learned along the way.
- **Exchange best practices with my peers.** I will meet fellow PPM professionals and Planisware users from a variety of industries, from around the world, and discuss practical solutions to common problems in interactive breakouts throughout the conference.
- **Learn from industry thought leaders.** I will join sessions where I can learn and share what it takes to be a catalyst for change in the world of project management.
- **Leverage “ask the expert” sessions.** I will have an opportunity to schedule time to speak with a Planisware executive consultant, free of charge.
- **Discover more about Planisware solutions.** I will learn about the latest product enhancements and explore modules we can leverage in the future. I will have the opportunity to participate in exploratory and best practice product workshops with the aim of expanding and/or maximizing our use of the system.

Costs: The approximate investment for my attendance is:

Travel costs (meals, ground transportation, etc.) \$X for round trip ride share.	\$X (estimated)
Flight	\$XXX
Accommodations* (X nights at \$229.00/night + state and local taxes	\$X + state and local taxes
Conference Pass <i>(includes Tuesday welcome reception, Wednesday & Thursday conference breakfast and lunch, and Wednesday appreciation dinner)</i>	Complimentary
TOTAL COST	\$XXX

Sincerely, [Your Name]