

Subject: Request to attend Exchange23, Planisware’s 2023 User Conference North America [date]

Dear [Supervisor/Manager’s Name],

In order to further develop my Planisware skills, expertise, and knowledge around shared PPM best practices, I would like to attend Planisware’s 2023 User Conference, Exchange23. This year’s user conference is taking place May 16-18 in San Francisco, CA at the Hotel Nikko. Exchange23 offers two and a half 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 formal Case Study sessions, I will learn first-hand how other companies are dealing with 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 workshops and round tables to learn emerging trends or best practices that we may want to incorporate into our business processes.
* **Leverage ask the expert sessions.** This is where I can schedule time to speak with a Planisware executive consultant for 30 minutes complimentary.
* **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 to expand and/or maximize our use of the system.

Costs

The approximate investment for my attendance is:

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| --- | --- |
| Travel costs (meals, ground transportation, etc.)  $20 for round trip train (BART) – SFO / Powell St. | $90 (estimated) |
| Flight | $XXX |
| Accommodations\* (3 nights at $260/night + amenity fee + taxes) | $780 + amenity fee + taxes |
| Exchange23 – User Conference Pass  *(includes Tuesday welcome reception, Wednesday & Thursday conference breakfast and lunch, and Wednesday appreciation dinner)* | FREE |
| TOTAL COST | **$XXX** |

*\*Planisware has secured a limited number of hotel rooms at the Hotel Nikko where the conference is being held, at a discounted rate of $260/night plus a daily amenity fee ($19), and state and local taxes, for the nights of May 16-18. This rate is available until April 25, 2023 or until rooms are booked.*

Sincerely,

[Your Name]

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