**Entrust 2022 – Proposal to Attend**

To:

From:

Re: Entrust 2022 – April 13th-15th, 2022, Orlando FL

I am seeking approval to attend PowerDMS’s annual user conference, Entrust 2022, from April 13th-15th, 2022, in Orlando, FL. For two and a half days, Entrust 2022 will bring together PowerDMS experts, administrators, and partners to the Renaissance Orlando for hands-on learning and networking opportunities.

**Industry Insight, Hands-On Training, and Networking**

Day 1 will include registration, preparation and networking.  Day 2 and Day 3 will include keynotes from industry thought leaders and training, workshops and labs from PowerDMS experts. I will also have the opportunity to learn about the new products PowerDMS is now offering - PowerTime, PowerEngage, PowerFTO & PowerLine. The event will also include breakout sessions featuring product innovations, engaging roundtable discussions, and important networking opportunities.

**Here’s are some training sessions that will be offered:**

* Managing Assessments After Accreditations
* Reducing Liability and Increasing Compliance with Electronic Attestation
* Demystifying PowerDMS Security
* Determining Your Time Management Style
* Deciphering Analytics in PowerDMS Reports
* Accreditation 101
* Managing Document Revisions in PowerDMS

The total cost would be under $2,000, broken down as follows:

* Airfare (varies)                                                  $ 500
* Hotel (2 nights at $155)                                             $ 310
* Food (in airports; most meals provided by conference) $ 50
* Ground Transportation                                              $ 70
* Registration                                                          $ 875
* Taxes and other fees                                                     $ 194
* Total                                                                         $1,999

As always, I’ll work to keep expenses to a minimum. Following the event, I’ll develop a summary and a set of recommendations for our team to help maximize our current investment in PowerDMS. I will also share relevant information with key personnel throughout the company.

Thank you for considering this request. I look forward to your reply.

Regards,