**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. The goal of attending Entrust 2022 is learning better ways to use the PowerDMS software to drive efficiency and cost savings within our organization.

Day one will include registration and networking with other like-minded organizations. Day two and Day three will include keynotes from industry thought leaders and training from PowerDMS experts. The event will also include breakout sessions featuring product innovations, interesting ways to use PowerDMS to maximize our investment, roundtable discussions with peers, and interactive training sessions.

**Here are some example session topics from previous years:**

* Advanced: Groups Deep Dive
* Advanced: Site Settings
* PowerDMS Certified Professional Information Session
* Using PowerDMS for Accreditation
* Building Training Courses in PowerDMS

The total cost would be about $1,775, broken down as follows:

* Airfare (varies)                                                  $ 500
* Hotel (2 nights at $155)                                             $ 310
* Food (in airports; most meals provided by conference) $ 50
* Ground Transportation                                              $ 80
* Registration                                                          $ 675 Super Early Bird ($875 regular)
* Taxes and other fees                                                     $160
* Total                                                                         $1,775

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 organization.

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

Regards,