

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:

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 <i>(includes Tuesday welcome reception, Wednesday &amp; Thursday conference breakfast and lunch, and Wednesday appreciation dinner)</i>	FREE
<b>TOTAL COST</b>	<b>\$XXX</b>

\*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]