Subject: Request to attend Exchange24, Planisware's 2024 User Conference North America

<mark>[date]</mark>

Dear <mark>[Supervisor/Manager's Name]</mark>,

In order to further develop my Planisware skills, expertise, and knowledge around shared PPM best practices, I would like to attend Planisware's 2024 User Conference, Exchange24. This year's user conference is taking place April 23-25, 2024 in Philadelphia, PA at the Hilton Philadelphia at Penn's Landing. Exchange24 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.) $80 for round trip ride share.	$130 (estimated)
Flight	<mark>$XXX</mark>
Accommodations* (3 nights at $260/night + state and local taxes	$687 + state and local taxes
Exchange23 – User Conference Pass *(includes Tuesday welcome reception, Wednesday & Thursday conference breakfast and lunch, and Wednesday appreciation dinner)*	FREE
TOTAL COST	<mark>$XXX</mark>

Planisware has secured a limited number of hotel rooms at the Hilton Philadelphia at Penn's Landing where the conference is being held, at a discounted rate of $229/night plus state and local taxes, for the nights of April 22-26, 2024. This rate is available until April 5, 2024 or until rooms are booked.

Sincerely,
[Your Name]