***Vectorworks Design Summit Proposal***

To:

From:

Re: Request to Attend the Vectorworks Design Summit

In 2016, I’d like to contribute meaningfully to the progress of our organization and advance my career. I can do so by attending the Vectorworks Design Summit in Chicago.

At the Summit, there will be design industry leaders, Vectorworks software experts, and users from across the world—all coming together for thought leadership, product development insight, training, and the sharing of best practices.

Specifically, I’d like to attend the Summit to improve my technical skills through the full-day, pre-conference training, as well as workflow-enhancing sessions that will help us with the following projects:

• [Project 1]

• [Project 2]

• [Project 3]

In addition, the Summit provides a selection of continuing education credits (AIA LUs and LA CES), Ask The Experts events, a Vectorworks future features update, and the opportunity to network with other Vectorworks users and partners.

The skills I would bring back from the Summit provide long-term value for our entire organization and put me in a position to help our other Vectorworks users take advantage of the power of the software. I would be happy to put together a report after the event and an executive summary on major takeaways, tips, and even recommendations to maximize the return on our current Vectorworks investment to share with the group when I get back.

Here’s an approximate breakdown of the Summit costs:

Airfare: $ xxx

Transportation (round-trip between airport and hotel): $ 70

Hotel for three nights: (attend training + full conference) $ 690 [$199/night + taxes/fees]

Registration Fee: $ xxx [check for current price]

Total: $ X,XXX

The Vectorworks Design Summit [web page](http://www.vectorworks.net/design-summit) has more information, if you’d like to see.

Thank you for considering my proposal. I look forward to your reply.

Regards,

[Your name]