**Vectorworks Design Summit Proposal**

To:

From:

Re: Request to Attend the Vectorworks Design Summit

I’m writing to ask for approval to attend the Vectorworks Design Summit, which takes place April 27-29 in Philadelphia, Pennsylvania. At the Summit, there will be industry leaders, Vectorworks software product experts, and Vectorworks 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 and benefit from hearing workflow success stories that will help us with the following internal projects:

* [Project 1]
* [Project 2]
* [Project 3]

In addition, the Summit provides a selection of industry-specific breakout sessions, continuing education credits (AIA LUs and LA CES), *Ask The Engineers* tables, a future features update, and the opportunity to network with other Vectorworks users and partners. I believe the educational sessions and networking opportunity could strongly benefit the projects I’ve mentioned.

The skills I would bring back to [your organization’s name] would help our other Vectorworks users better utilize 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): $ 60

 Hotel: (2 nights at $215) $ 430

 Registration Fee: $ xxx [[check for current price](http://www.vectorworks.net/design-summit)]

 **Total: $ X,XXX**

If you have additional questions about the event, you can find information here: <http://www.vectorworks.net/design-summit>

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

Regards,

[Your name]