*Request to Attend the 2018 Vectorworks Design Summit*

*Use this template to show your manager why you need to be at this year’s event.*

Dear [INSERT MANAGER NAME],

I would like to better contribute to the growth and success of our organization in 2018, as well as advance my skills and career. One way I can do this quickly and efficiently is by attending the Vectorworks Design Summit this November in Phoenix, Arizona.

The Vectorworks Design Summit gathers professionals from across all industries for two days of in-depth, business-driven training in Vectorworks software. In addition, they have industry thought leaders there to present on trends, cutting-edge design workflows, and best practices. With this combination of topics, I’ll be able to pull an incredible amount of value from just a couple days.

Specifically, I’d like to attend the Summit to improve my technical skills to help with the following projects and responsibilities:

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

During the event, I’ll be able to:

* Make the most of my investment in Vectorworks software and directly apply what I learn to our business in the most cost-effective way.
* Dig deeper into design challenges and ask questions during breakout sessions led by top Vectorworks experts.
* Build relationships with other industry professionals during educational sessions, the Customer Appreciation Dinner, and evening activities at the resort.
* Discover the latest software tools and get a glimpse of future technologies.
* Learn from engaging speakers and industry thought leaders.
* Meet one-on-one with Vectorworks tech support to get my questions answered.

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

Here’s an approximate breakdown of the Summit costs:

Airfare: $ xxx

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

Hotel for three nights: (attend training + full conference) $ xxx [$xxx/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.

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

Regards,

[Your name]