

Dear *[Decision Maker First Name]*,

I am requesting approval to attend [Verint® Engage](#), the premiere customer engagement conference, taking place June 12-15, 2023 at the [Bellagio](#) in Las Vegas, Nevada.

This conference offers a great opportunity get fresh ideas on how we can get the most from our Verint investment. There will be more than 80 breakout sessions led by experts—including presenters from Fortune 500 companies—who will share best practices and lessons learned. The conference also includes keynote sessions, user groups, and pre-conference training and workshops. We can:

- Learn about successes—and avoid costly mistakes—via presentations delivered by Verint customers and independent analysts.
- Get up to speed on new technologies, tools, and Verint solutions that we are not using or have not fully evaluated. Verint’s solutions span the entire enterprise, and this is an opportunity to bring people from other departments to learn about products that could benefit our business.
- Discover ways reduce costs and do more with less.
- Obtain insight into maximizing the value of our existing initiatives.
- Meet vendors whose solutions might help us control costs or enhance our operations. The conference includes a “solutions showcase” featuring providers of software and services that complement those offered by Verint.

Throughout the conference, there’s time dedicated to networking, so I will also have a chance to raise our profile and develop our company relationships and contacts.

Here is an approximate breakdown of conference costs:

- Airfare: \$500
- Transportation (taxi): \$60
- Hotel: \$627 (3 nights at \$209/night + tax and resort fees)
- Meals: (included) \$0
- Registration Fee: \$795 (reflects early registration discount)
- **Total: \$1,982**

When I return from the conference, I’ll submit a short presentation highlighting session notes and takeaways, useful vendor product information, new contacts I’ve made, and new ideas that can benefit our team. I’ll also make conference materials available to my colleagues. Verint offers group registration discounts, which can benefit us if we want to send additional attendees to this event. To benefit from the current discount, we’ll need to [register](#) before December 15, 2022.

Thank you for your consideration.

[Insert First Name and Last Name]