

Hi [Employer's Name],

I am very interested in attending the OMG's Technical Meeting in [Location] from [Start Date – End Date]. Despite [Your Company]'s current policy on conference attendance, after reviewing the agenda on OMG's website, I feel that there would be a very high ROI if I were to attend this meeting.

OMG attracts the brightest and most influential technical experts and members in our industry. Every meeting is a great opportunity for me to meet and network with these experts.

In addition, I will have the opportunity to make connections during the task force meetings. For us to not be present here- to have our voice heard- is to hand over the reins to our competitors!

OMG Technical Meetings are not conferences, they are intense working meetings. They are an opportunity for us to sit down with colleagues, competitors and vendors and tell them what our company wants and needs from an industry standard. With OMG's commitment to standards interoperability and sustainability, we can ensure that we're able to continue to use the systems and technologies we currently have in place. Not attending means taking the risk that, years down the road, we will be forced to adapt to standards created without our input. The cost of this would be much greater than the registration fee to attend this meeting!

I am seeking approval for the registration fee and travel expenditures. As an OMG member, our full registration price is \$850 (The registration fee includes lunch each day and snack breaks). But:

- By booking my room at the [Hotel] where the meeting will take place through OMG's website, the fee will drop by \$250; and
- If we book by [Early-bird deadline], we will save an additional \$100

Here is a complete breakdown of the meeting costs:

Airfare: \$

Transportation: \$

Hotel: \$

Meals: \$ (lunch and two breaks throughout the day are included in the registration fee)

I am planning to attend the [List working groups] meeting(s). This meeting is/these meetings are focused on creating standards that will affect our industry.

Please accept this proposal to attend as I'm confident in the significant return we will receive for the small investment.

Thank you for your consideration,

[Your standard close]