

Convince Your Manager to Attend Newforma World 2026

Subject: Request for Approval: Attend Newforma World 2026 (May 4–6 | Clearwater, FL)

Hi [Manager Name],

I'm requesting approval to attend **Newforma World 2026**, Newforma's global user conference, held **May 4–6, 2026** in **Clearwater, Florida**. This is an in-person-only event, and sessions are only available to registered attendees.

Purpose for attending

The purpose of attending is to bring back practical, proven approaches to **project communication, information management, and collaboration**, and to connect directly with Newforma experts and peer firms to learn what's working in real production environments. I'll prioritize sessions and conversations most relevant to our current priorities (e.g., **workflow consistency, reducing rework, standardization, and adoption**).

Benefit to the firm (expected outcomes + ROI)

My attendance will directly support the firm by helping us:

- **Improve efficiency and reduce avoidable rework** through better coordination and standardized workflows.
- **Increase consistency across projects/teams** by bringing back repeatable best practices and templates we can adopt.
- **Make better-informed process and technology decisions** by learning the latest capabilities and engaging with Newforma leadership, developers, and customer success.

If approved, I'll return with:

- a **1-page summary** of the best takeaways for our operations, and
- a **30–60 day implementation plan** with **3–5 specific improvements** we can apply (plus a recommended pilot on **[project/team]**).

Professional development (how it advances my role)

Attending will strengthen my ability to lead internal enablement by:

- deepening my expertise in **project information management** and cross-team coordination, and
- building stronger capability in **change adoption** by learning directly from Newforma experts and peers.

Attendees can also earn a **Newforma Konekt Foundations Certification** or a **Newforma Project Center Advanced Certification** by completing an interactive workshop track at Newforma World. These hands-on sessions go beyond product overviews, providing practical tips, workflow hacks, and real-world guidance, so attendees return equipped to train others and drive stronger adoption across the firm.

Cost, coverage, and knowledge sharing

- Registration: **\$1095 (\$1295 after March 13)**
- Lodging: conference room block starts at **\$359/night + taxes** (book by **March 20, 2026**)
- Travel: **\$ [estimate]**

All meals are included during the event (breakfasts, lunches, and dinners tied to the evening events). Within one week of returning, I'll host a brief share-out and provide the written summary and action plan so the broader team benefits. May I have your approval to register and finalize travel?

Thank you,
[Your Name]
[Title / Team]