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Request for Approval: Attending Newforma World 2024 Conference

# Dear [Boss's Name],

I am writing to seek your approval for my participation in the Newforma World 2024 conference scheduled from September 30th to October 3rd at the Gaylord Palms Resort & Convention Center in Orlando.

As a devoted user of Newforma, I am confident that this conference will offer invaluable insights pivotal to our organization's success.

Newforma World 2024 promises to showcase the evolution of Information Management within the context of our project management. The conference provides an opportunity to explore the extended capabilities of Newforma. Although the detailed agenda is pending release, the event guarantees exclusive insights into the product roadmap, positioning it as a must-attend for staying ahead in industry advancements.

While specific sessions and keynote speakers are yet to be unveiled, the conference will feature essential topics presented by industry leaders. These will cover key areas such as project collaboration, insights from early adopters, future trends in Construction Information Management and the AECO industry, optimizing workflows with Newforma, and the power of interoperability in our industry.

The costs associated with attending the main event, Newforma World, from October 2nd and 3rd $1095 (with an early registration discount available until May 12th at $895), $595 extra investment for the certification workshops. Additional costs include estimated travel expenses and lodging at the conference venue. All meals are included.

## Total Estimated Cost: $ [xxx] Return on Investment:

At present, Newforma saves me approximately [xx] hours per week, translating to considerable time and cost savings. I am confident that attending the conference will offer additional strategies to streamline our work processes, ensuring optimal benefits from our technology investments.

Furthermore, I am committed to preparing a comprehensive presentation upon my return. This will cover key insights gained, new industry contacts established, and strategies to implement beneficial ideas into our workflows.

To take advantage of the early registration discount, I need to register before May 12th. I would appreciate a prompt response to this request.

In addition, it is worth noting that a recent survey of Newforma World participants revealed overwhelming satisfaction. Over 95% of attendees not only expressed their intent to attend again but also actively recommended the conference to their colleagues.

Thank you for considering my request. I am enthusiastic about the potential benefits attending Newforma World 2024 will bring to our team.

Sincerely, [Your Name]