

Dear <insert manager's name here>,

I would like to attend Infinite Blue's Annual User Group *Discover 2022*, May 22-24, 2022, in Philadelphia, PA. The challenges of the pandemic over the past year-plus have made attending this user group even more important because of the opportunity to share experiences, lessons learned, and strategies that other organizations have successfully deployed to overcome this crisis while using the BC in the Cloud application.

As business continuity professionals themselves, Infinite Blue has confirmed that the safety and welfare of all attendees is its top priority. Numerous protocols and procedures will be enforced during the event, including but not limited to social distancing, proper handling and execution of food and beverage functions, stringent cleaning and sanitizing of all common areas during the conference, and more. The event organizers and the hotel will continue to monitor and adhere to all federal, state, and local directives and practices leading up to the event, making any changes as needed.

This user group will feature highly relevant, timely, and forward-thinking content. Over the three days there will be multiple critical hands-on breakout sessions, compelling presentations, and valuable networking opportunities with industry colleagues. In addition, user group attendees will earn Continuing Education Activity Points (CEAP).

These presentations clearly meet the immediate needs of <insert your primary function here > and will provide useful information on how to <insert benefits/lessons here, e.g. ROI, program improvement, skill enhancements, development of tools/metrics, GRC, audit/compliance, etc.>.

I believe that my attendance will prove to be highly valuable for our organization, as it will expose me to new thoughts and best practices. The following is a breakdown of expenses:

- Registration Cost: \$895 (discounts available)
- Lodging: \$229.00/night x 3 nights
- Transportation/Airfare: <insert airfare>
- Meals: Breakfast, lunches, breaks, and networking events included
- Airport/Hotel Transfer: Average Uber fare, \$25 one-way
- Internet Access: Complimentary conference Wifi
- Networking Receptions: Included

I am confident that the knowledge gained from this user group will produce immediate results. This opportunity to broaden my skill set and professional network makes my attendance at *Discover 2022* a worthwhile investment for <name of your organization>.

Sincerely,

<your name here>