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[**www.icgtechnology.com**](http://www.icgtechnology.com)

Dear [Manager],

I am requesting your approval to attend the upcoming ERP Tech Summit hosted by ICG scheduled for September 17-19, 2024 in Pigeon Forge, Tennessee. This in-person 3-day educational ERP Tech Summit brings together professionals in the manufacturing and distribution industries to work, share their experiences, and learn about getting the most from their ERP and IT investments. After conducting research, I believe this event would benefit my professional development and our company's continued success.

The ERP Tech Summit is a renowned annual gathering of professionals in our industry. It brings together expert ERP consultants for Fourth Shift, VISUAL, and Acumatica ERPs as well as IT thought leaders, IT and ERP partners, and innovators in manufacturing, distribution, and tech. This year's event is particularly exciting, featuring a diverse range of keynote speakers, hands-on workshops, and panel discussions with an expanded focus to include the latest IT and ERP solutions explicitly tailored for manufacturers and distributors.

This will be a great opportunity for me to learn how to better use our ERP software to improve our business, streamline processes, and cut costs.

The 3 days of training and seminars will include:

* 20+ Educational and Hands-On Sessions
* Sector Specific ERP and IT User Roundtables
* ERP and IT Town Hall Meetings
* One-on-One Consultations with ERP and IT Experts
* Partner and Industry Presentations
* Extensive Networking Opportunities

I plan to attend several workshops directly related to our current projects and challenges. These sessions will provide me with practical skills and strategies that can be immediately applied to our work to increase efficiency and output.Sessions that I feel would be worth attending include:

[Participant: list the session names and/or training you plan to attend here.]

**Previous attendees of this event have shared great feedback:**

*“This is a great way to learn about the new features of our ERP. Especially because I am a few versions behind.”*

*“Impressed by how well organized this conference was. The information I got out of it and the people I was able to connect with while there were invaluable.”*

*“I love coming to this conference. I wish I could be in more than one session at a time.”*

**I have assessed the expenses associated with attending. The primary costs are outlined below:**

* $1,500 – Includes 3 days of educational sessions, roundtables, town hall, access to one-on-one consulting with ERP and IT experts, access to the exhibit area, all conference meals and snacks, a welcome reception, and the customer appreciation event.
* Airfare/Travel: [Participant: list airfare and travel expenses here.]
* Hotel: [Participant: list hotel expenses here.]

When I return, I can debrief the rest of our staff on key solutions and recommendations obtained from this event. I’m certain that what I’ll learn will be well worth my attendance and will also help me meet my personal, professional, and educational goals.

Thank you for your consideration.