Gartner Symposium/ITxpo 2018 Attendance Proposal

To:

From:

Re: Gartner Symposium/ITxpo attendance proposal

I’m writing to ask for approval to attend Gartner Symposium/ITxpo 2018, September 16 – 19, in Cape Town, South Africa.

Gartner Symposium/ITxpo is an event designed to provide attendees with comprehensive and unbiased insight on emerging trends, digital ecosystems, AI, security and risk management and more. Attendees include CIOs and senior IT executives from the largest global commercial and government organizations. Gartner Symposium/ITxpo is considered the single most important industry-focused event for CIOs and their leadership teams. Pivotal new research is introduced by more than 25 Gartner analysts, who explore new ideas and examine strategic implications of evolving technologies and industry trends.

The event is built around the requirements of the CIO and the leadership team. Gartner analysts and industry subject matter experts provide hands-on training, workshops, roundtables, tools and strategies to address mission-critical priorities of the CIO and the organization.

A sampling of the priority topics include:

* Digital ecosystems
* Bimodal delivery
* Internet of Things (IoT)
* Digital technology platforms
* Risk and security
* Blockchain
* Digital ethics
* Artificial intelligence (AI) and advanced machine learning

In addition, I’d have access to:

**Industry-specific content**

An entire day is devoted to industry-specific (Government and Financial Services) and cross-industry educational advice and insight.

**Peer and analyst engagement**

Attendees problem-solve with Gartner analysts in private one-on-one meetings and share best practices with peers in interactive sessions.

**Cutting-edge solutions**  
Gartner Symposium/ITxpo brings together companies, providing a time-saving and cost-efficient way to meet with vendor representatives in a no-hype, interactive environment. Attendees receive direct access to technologies and solutions from company experts.

Attending Gartner Symposium/ITxpo would especially help me drive greater outcomes on the following projects:

- [add project or initiative]

- [add project or initiative]

- [add project or initiative]

I am seeking approval for the registration fee and travel expenditures. The full conference price isZAR22,475 + VATbut [Insert one of the following options]

Option A: can be reduced by applying a prepaid Gartner ticket(s).

##### Option B: can be significantly reduced by registering through a Gartner Account Representative at a discounted rate of R19,200 + VAT

I would be happy to submit a post conference report that would include an executive summary, major take-aways, tips and a set of recommendations to maximize the return on investments. Also, I would share relevant information with key personnel throughout the organization.

Thank you for considering this request. I look forward to your response.

Regards,