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Dear Name:

I would like to attend the **Gartner Security & Risk Management Summit,** **June 4 – 7, 2018, in National Harbor, MD.** I have reviewed the training agenda as well as the list of exhibiting companies and feel the return on the investment would be a major benefit as the event aligns directly to the priorities of our department [insert your priorities here].

The level of education and training provided is extensive. In three days, I’ll have access to:

* **35 hours of educational sessions** from more than 150 available presented by Gartner Analysts and user practitioners.Among hot topics covered: [adjust depending on your topics of interest]
  + Cybersecurity, threat management and context-aware digital trust
  + Enabling safer cloud computing
  + Risks and opportunities of smart machines, artificial intelligence, the Internet of Things and operational technology
  + Data security and risk governance
  + Mobile security for digital business
* **Workshops** for adrill down on specific topics with a how-to focus
* **Dedicated Government Forum** for tailored sessions aligned to my key initiatives
* **Up to 1 hour of private One-on-One consultation** with up to 2 Gartner Analysts where I intend to get private counsel on [list topics here]
* **Streamlined vendor access** and evaluations
* **Best practice sharing with hundreds of peers**. Gartner has numerous opportunities where I can exchange ideas with people who have the same role or issues
* **Advance my continuing professional education**. I’ll also have the opportunity to earn CPE credits toward (ISC)2, ISACA, and DRII certification programs

I am seeking approval for the registration fee.

Option A: The special conference price for Government is $2,900.

Option B: The public sector conference price of $3,050 can be waived if we have a pre-paid event ticket available

Option C: Three (or more) of us plan to attend to ensure we cover all of the great sessions. This makes us qualify for the Gartner Group Rate Discount which includes a complimentary registration for someone else on our team.

In addition to the above training provided, the conference fee includes breakfast, lunch and sponsor show floor evening receptions.

Additional travel costs will be minimal as the conference is being held close by in National Harbor, MD. A special government rate is available at the Gaylord National Resort & Convention Center.   
  
I’ve enclosed an agenda that I built using the customized agenda tool focused on our key priorities. A few of the presentations that I plan to attend include [List Top 3 Sessions Here].

I’ve also reviewed the exhibitor list and there are a number of vendors participating that I plan to evaluate for future use. In addition to the exhibit showcase and product demonstrations, I plan on scheduling private vendor briefings onsite with Vendor A, Vendor B, Vendor C.  
  
Other staff members in our organization will be able to benefit as well: I will meet with the team when I return to relay recommendations and action items, and circulate a detailed and actionable Trip Report, and share the on demand access.   
   
Please accept this proposal to attend as I’m confident in the significant return we will receive for the investment.  
  
Thank you for your consideration.  
  
Your standard close