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Dear Name:

I would like to attend the **Gartner Security & Risk Management Summit on 30 – 31 August, in Mumbai, India.** I have reviewed the 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].

It’s a very worthwhile investment given the level of education and networking provided. In two days, I’ll have access to:

* **50+ sessions** from Gartner analysts and user practitioners.Among topics covered: [adjust depending on your topics of interest]
* **Keynote presentations** covering the latest trends and top-of-mind questions.
* **30-minute private One-on-One consultation** with a Gartner analyst where I intend to get private counsel on [list topics here]
* **Streamlined vendor access** and evaluations
* **Networking with hundreds of peers**. Gartner has a lot of networking opportunities where I can exchange ideas with people who have the same role or issues.

I am seeking approval for the registration fee and travel expenditures. The full conference price is Rs.59,500.00 but:   
  
Option A: it can be fully waived by applying our pre-paid Gartner Ticket.

Option B: it can be significantly reduced by registering through our Gartner Account Representative at a discounted rate of Rs.X.  
  
Option C: it can be reduced by Rs.7,500 by registering with payment before the 29th June 2018 Early Bird deadline.  
  
Here is a complete breakdown of the conference costs:   
  
Airfare:   
Transportation:   
Hotel:   
Meals: (light breakfast, lunch and evening functions included in conference fee)  
Conference Fee: [insert based on option selected above)  
TOTAL:   
  
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 an actionable Trip Report.  
   
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