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**To:** <Manager/Department head’s name>

**From:** <Your name>

**Subject:** **Request to Attend The ETQ Quality Vision 2020: Inspire Excellence**

I’m requesting your approval to attend **ETQ Quality Vision 2020 Inspire Excellence Conference** in Miami FL from March 2-6, 2020. This note summarizes the benefits to our organization resulting from my attendance.

The ETQ Quality Vision 2020 event offers a wealth of knowledge and skill-building content in just 4 ½ days. ETQ will have experts on-hand to showcase best practices that will help us tune our quality processes for maximum efficiency. Also, we’ll connect with other ETQ customers to share common challenges and understand how they address these challenges. We’ll be able to leverage many of these insights to get the most out of our ETQ investment.

Not only will attendance at this event help enhance my professional expertise, but I am eager to share any new info and up-to-date best practices with our team. Armed with this knowledge, we can out-pace our competition.

**HOW THE ETQ Quality Vision 2020 CAN HELP OUR TEAM AND ORGANIZATION:**

* **Product Roadmap and new product announcements** – ETQ will share roadmap information which I will share with you and the team. That information will help us decide when/if we should invest in new capabilities, and how to take the next steps in the ETQ Reliance product evolution.
* **Learn strategic “how-to” tips** – The 2 strategy days includes the Innovation Awards and over 18 breakout sessions covering critical industry topics; these sessions will expand my knowledge of the latest best practices. Many of the use cases, panel discussions, live demonstrations and deep-dive technical workshops are related to our department’s goals.
* **1:1 Sessions with IT implementation consultants –** Have a question about an ETQ solution? Want to learn more about something you see at the conference. Schedule a ½ hour 1:1 complimentary session. First come first serve.
* **Live Training** – I will participate in hands-on training with ETQ’s professional service instructors (from Basic to Expert) that will walk me through specific configuration methods. This training will allow us to make the most out of our use of Reliance.
* **My gains are the team’s gains** – I will share speaker presentations and bring back actionable advice that will expand our capabilities as a group, enhance our group’s value to the company and help the company use quality as a lever to business success.
* **Networking with peers, customers and potential new clients** – I can strengthen our industry connections and meet with quality thought leaders, quality managers, engineers, designers and more from the 325+ attendees at the ETQ Quality Vision 2020.

**COST COMPARISON (ON-SITE VS CONFERENCE):**

If I participated in on-site advanced training, it would cost us approximately $8,500 for 4 1/2 days. Conversely, if I were to attend **The ETQ Quality Vision 2020 Conference** it would be approximately $3,895

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| **ONSITE TRAINING: $8,500 VS** | **Spring Customer Conference $3,895** |
| Estimated cost of on-site advanced training for  4 ½ days at our facility. | Estimated cost of 4 ½ days including the Quality Leadership Forum at the ETQ Spring Conference, includes registration, hotel, $500 in estimated airfare.\* |

**The conference is about half the cost of on-site training, while providing a greater breath of material.**

**\*Based on early bird pricing**

When I return from the event, I’ll submit a formal report that summarizes the major concepts and action items, and I will share all presentation materials for the sessions I attended. **The** **ETQ Quality Vision 2020 Conference** is a sound investment and will add long-term value to our department and organization. I’d like to register early to take advantage of the best pricing. Please let me know if you have any questions regarding my request.

Sincerely,

<Insert your name here>