

Justification for Emptoris Empower 2011

To:



From:

Re: **Emptoris Empower Proposal**

I'm writing to ask for approval to attend the Emptoris Empower 2011 conference this October 18–20 in Boston. Empower is 3 full days of learning—best practices, hands-on training and discovering the latest advances in strategic supply, category spend and contract management. It's the one conference each year that brings together the entire community of Emptoris experts. At a total cost of about \$2,000, it's the most cost-effective way to ensure that we're getting the most from our Emptoris investment and should result in immediate ROI.

In particular, I'd like to focus on finding solutions or best practices that could benefit these projects (add project or initiative):

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In addition to 25+ sessions with Emptoris customer and partner speakers, the conference also offers the chance to learn through hands-on training. The Solutions Showcase, which features Emptoris solutions plus select partners, is an ideal place to pick up new ideas to drive more productivity.

Here's an approximate breakdown of conference costs:

Airfare:	\$
Transportation: (round trip taxi from airport to hotel)	\$
Hotel: (3 nights at \$279)	\$
Meals: (3 days at \$50)	\$
Registration Fee:	\$
Total:	\$

I'm currently working on ways to reduce expenses, including hotel discounts, ride sharing, and meals with vendors. I'm requesting approval now because there is currently a "Early Bird" registration rate of \$795 (which expires July 31).

I'll submit a post-conference report that will include an executive summary, major takeaways, tips, and a set of recommendations to maximize our current investments in Emptoris. I can also share relevant information with key personnel throughout the company.

Thank you for considering this request. If I could get approval now, I could save \$100 on the conference fee alone, taking my total spend to right around \$2,300. I look forward to your reply.

Regards,

 **EMPOWER2011**

