**Workday Rising—Request to Attend**

Hi [Name],

I’m requesting your approval to attend [Workday Rising](http://workdayrising.com/us), taking place September 12–15, 2022, at the Orange County Convention Center in Orlando, Florida. Workday Rising is where changemakers explore solutions not only for adapting to change, but for driving it. This is a great opportunity for me to discover new ways to create value at our organization and support our continued success in a changing world.

This will be the first in-person event since 2019, allowing me to connect with the whole customer community while learning about the latest innovation from Workday. I’d love to collaborate with other customers, meet one-on-one with industry and product experts, and boost my professional development.

Specifically, I’d like to focus on exploring solutions or best practices that could benefit the following projects at our organization:

* [add project or initiative]

Here’s a breakdown of my approximate conference costs based on flying into Orlando, including a special discount of **$300 off the regular conference pass for Early Bird registration**:

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| --- | --- | --- |
| **Item** | **Early Bird****(Through July 18)** | **Regular****(July 19–September 24)** |
| Average U.S. Airfare | $350 | $350 |
| Transportation (round-trip taxi from airport to hotel) | $80 | $80 |
| Hotel (three nights at $200) | $600 | $600 |
| Meals/Expenses (lunch daily and two dinner events provided) three days at $75) | $150 | $150 |
| Registration Fee | $1,695 | $1,995 |
| **TOTAL** | **$2,875** | **$3,175** |

Workday is committed to providing a healthy and safe environment at Workday Rising, including Covid-19 safety protocols. Limited In-person passes are available in 2022, and I would like to join in person for the reasons stated above.

I’m confident that Workday Rising will benefit our organization, our team, and me. After the conference, I’ll summarize what I learned and share next steps with key stakeholders throughout the company.

Thanks in advance for considering this request.