

## Discovery Summit Conference Proposal

[insert name],

I'm writing to request approval to attend **Discovery Summit**. This is a conference for JMP® software users who want to explore analytic concepts, learn proven statistical techniques, and benchmark with fellow users.

**At (insert conference price), this is a cost-effective way to ensure we're getting the most from our JMP investment. The week includes:**

- Breakout sessions led by some of the finest analysts at organizations using JMP.
- Keynote talks from knowledge leaders in statistics, technology and innovation.
- Opportunities to expand my network to include JMP users and analytics experts.
- Time with JMP developers to investigate ideas, suggest software enhancements and discuss issues.
- Inspiration for spreading the power of analytic excellence across our organization.

In particular, I'd like to focus on gathering best practices that will benefit the following projects:

- [Project 1]
- [Project 2]
- [Project 3]

**Here's an approximate breakdown of the costs:**

- Registration fee, including all meals during the conference: [insert standard conference fee, or less if qualify for a discount program]
- Airfare/Train Fare: [insert total]
- Transportation (to and from hotel): [insert total]
- Hotel: [insert total]
- Meals: [insert total] (Remember: All conference meals are included)
- Total: [insert total]

I will submit a post-conference report with an executive summary that will detail major takeaways and recommendations for our organization's use of analytics. I can also share information with key personnel throughout the organization.

I am happy to provide additional details that you require. Thank you for your consideration.

Sincerely,

[insert name]