To:

From:

Date:

Re: 2024 ARCOS EMPOWER User Conference Participation Request

To help our organization realize the highest return on our ARCOS investment, I’m requesting approval to attend the annual ARCOS Empower User Conference, March 5 – 7, 2024 in Hilton Head Island, SC.

Now in its 21st year, this event features industry leaders and fellow product users who will share best practices. ARCOS solutions experts will also introduce product innovations and offer valuable training. The conference will show us new ways to get more productivity, efficiency, and cost savings from our ARCOS implementation. In fact, past attendees attest to a substantially increased ROI on their ARCOS investment in post-event surveys.

**Attending this conference will advance our organizational objectives to:**

* [add project/initiative] E.g.: Enable field crews to work on mobile devices.
* [add project/initiative] E.g.: More quickly mobilize incident command teams.
* [add project/initiative] E.g.: Manage contractor scheduling in the same system as internal crews.

**Benefits for Our Organization**

* Value optimization: Expand our use of ARCOS features to increase operational efficiency.
* Leverage best practices: Learn from experts and peers to advance our business practices.
* View of the future: Hear how industry leaders foresee future trends, challenges and opportunities.
* Beneficial connections: Meet talented people who may be advantageous to our growth.
* Digital transformation: See how extending the solution can automate and simplify more functions.
* Shape the technology: Give input that will help ARCOS update their technology for our needs.

**Conference Cost Estimate**

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| --- | --- |
| Airfare (Hilton Head Island, SC – round trip) | $000.00 |
| Transportation (airport/hotel – round trip) | 0.00 |
| Hotel (3 nights @ $350) | 1,050.00 |
| Registration Fee ($1,399 after 10/28 / $1,599 after 12/31) | 1199.00 |
| **Estimated Total:** | **$0,000.00** |

If we register before October 27, 2023, we can take advantage of the super early bird rate of $1,199.00.

To benefit from my participation, I will submit a post-conference executive report highlighting key takeaways, tips for our organization, and specific recommendations on how to maximize our ARCOS investment.

Thank you for considering this important request.

Regards,