Subject: Funding request for Liaison User Conference  
  
{{Manager’s name}},  
  
I would like your approval to attend the Liaison User Conference this year, which will be held in Boston July 26-27.

I’ve attended Liaison’s summits and trainings in the past and benefited greatly from the opportunities to network with colleagues from institutions across the U.S. I’ve found the training opportunities to be worth the investment because they’ve helped me get more value out of {{Institution}}’s admissions and enrollments solutions. Additionally, several of these sessions will offer Continuing Education Units (CEUs) for my participation.

Here’s what I’m expecting from the Liaison User Conference:

* 50+ interactive sessions about technology, enrollment, recruitment and other higher ed topics that affect my day-to-day work.
* 25+ training sessions about leading admissions products and services, including WebAdMIT, EMP, Time2Track and SlideRoom.
* Numerous networking opportunities that will allow me to benchmark against institutions like ours while learning from their proven best practices.

Most conferences that are similar to the Liaison User Conference have ticket fees that range from $400 to $995. Liaison’s pricing is just $500 for this inaugural year, with à la carte training available upon request. **If I register before the May 25th Early Bird deadline, I’ll only have to pay $350.00 for this valuable 2-day training and networking experience.**

Rooms at the conference hotel are $279.00 per night. I’m seeking flight information from {{City}} to Boston now, which I’ll share with you as soon as I have it.

Please let me know if you require any additional information as you consider this request to attend the 2018 Liaison User Conference.    
  
Regards,  
  
{{Your Name}}