

## Request to Attend Oktane

Hi <Insert Manager's Name>,

I would love the opportunity to attend Oktane, October 3 – 5, 2023 at Moscone West in San Francisco, as part of my ongoing training and development.

In addition to hearing first what's on the roadmap for Okta, Oktane will deliver **deep technical sessions, hands-on workshops**, and an **immersive Expo Hall** featuring partners in the Okta Integration Network. I believe the insights gained through my participation will benefit our organization and help us become an Identity-first company.

Understanding that budgets are tight, here's an outline of the expected investment. Oktane is one of the most reasonably priced learning opportunities in the space.

- Full Conference Pass: \$699
- Airfare: [value]
- Hotel: \$269 – \$339 (plus taxes, per night)
- Transportation: [value]

Upon my return from Oktane, I'll share key takeaways and quick wins that we can implement immediately.

Thank you for your consideration.

Best,

<Insert Your Name>