Hi (NAME),

In our efforts this year to accelerate our business through technology, I would like to request your approval to attend Oktane17, Okta’s annual customer conference this August 28-30. This is the industry’s leading identity conference and a great opportunity to meet with thousands of other IT leaders.

I plan on spending my time in hands-on trainings and learning about best practices to help drive the following initiatives for our business:

• <initiative 1>

• <initiative 2>

• <initiative 3>

Below are a few highlights of the event:

* Deep-dive training and sessions: Oktane17 offers over 40 break-out sessions across six tracks covering the latest in SSO and access management, provisioning and applications, mobile security, building a digital business and customer success tips and tricks. Plus, the hands-on training from Okta experts across several topics in their three lab tracks will allow me to walk away with new, concrete skills for our organization.
* Networking with industry experts: I will have the opportunity to hear from thought-leaders and customers during 4 inspiring keynotes and super sessions. The conference also offers office hours with their customer success experts and I can network with my peers during breaks.
* Evaluate solution providers: This is a great opportunity to meet with multiple leading solution providers. With dozens of sponsors and exhibitors, I can stay informed allowing for more productive purchase decisions for our team.

Here’s an outline of the expected investment:

**Travel & Hotel**

Airfare to Las Vegas $ ---

Transportation (to/from airport/hotel) $ 45

Hotel ($169 p/night + Resort Fee + Tax x 2) $ 436

**Training**

Conference registration (Early Bird Price) $ 695

**Total: $ -,---**

I am confident that my time at Oktane17, the industry’s leading identity conference will help us drive more efficiency across our organization. Let me know if there is anything specifically that you’d like for me to focus on at the event. Here’s some more information on the event: <https://www.okta.com/oktane17/>.

NAME