

To: _____

From: _____

Re: Appian World 2023: The industry's premier process automation event.

I'm writing to ask for your approval to attend Appian World 2023, which will take place Monday, May 1, through Wednesday, May 3, 2023 at Hilton San Diego Bayfront in San Diego, CA. Appian World is a 2.5-day conference that connects business and IT leaders looking to stay ahead of the pace of change.

At Appian World, I will learn firsthand how to accelerate business by discovering, designing, and automating workflows with the unified Appian Low-Code Platform. I'll have the opportunity to collaborate with peers, industry visionaries, Appian partners, and the entire Appian Community to find resources, develop skills, get certified, and be inspired. More than 1,000 people will gather for hands-on product training, main stage presentations on the future of the industry, track sessions around specific topics of interest, peer networking, knowledge-sharing, and best-practice discussions. While the training and insights will be valuable, getting to know the Appian Community better, directly engaging with the product and industry experts, and hearing from real-world practitioners about their experience with Appian will bring even more value back to our organization.

There are many sessions to choose from, including general keynotes and industry sessions featuring global brands with deep dives by product experts. I can create my own personal conference agenda to make the most of my time at Appian World. A few sessions that I plan to attend include the following:

1. _____
2. _____
3. _____

More details and information regarding the Appian World 2023 conference is available at www.appianworld.com. Here's a breakdown of my expected conference costs:

Airfare _____

Transportation (between the San Diego Airport and Hilton San Diego Bayfront) _____

Lodging (\$294 per night for 3 nights, exclusive of taxes and fees) _____

Registration fee _____

Total _____

I'd like to take advantage of early registration pricing. I'll submit a post-conference report that will include an executive summary, major takeaways, tips, and a set of recommendations to maximize the return on our current investments. I can also share relevant information with key personnel throughout the company.

Thank you for considering this request. I look forward to your reply.

Regards,