***Request to Attend SAP Global Partner Summit 2018***

*Use this template to help justify your attendance at this year’s event. Just fill in the shaded areas – and only use the second paragraph if you’re planning, or have already registered, to attend SAPPHIRE NOW and ASUG Annual Conference, which begins the following day.*

Dear <insert manager name>,

I would like to increase my value to the organization by attending SAP Global Partner Summit 2018. This conference dedicated to SAP partnership is the perfect opportunity to get the inside track on SAP’s strategy, focus on the topics most relevant to our business, explore new partnering and business opportunities, connect with experts, and broaden my network.

Delete this paragraph if you’re not attending SAPPHIRE NOW

SAP Global Partner Summit is also the ideal prelude to SAPPHIRE NOW and ASUG Annual Conference – and the best way to maximize our return on investment by attending this additional day full of like-minded businesses and SAP experts focused on helping us maximize our SAP partnership.

[**SAP**](http://www.sapandasug.com/) **Global Partner Summit 2018**

Hyatt Regency Orlando, Florida, June 4

During the event, I’ll be able to:

* Turn knowledge into action – hear insightful keynote speakers on partner-specific topics, attend breakout sessions on the hottest trends that can increase our bottom line, and gain insights from SAP partner executives on the latest partnering opportunities and tactics
* See the latest technologies, programs, and tools that will help us execute our strategy, maximize our partnership, and prepare for the future
* Build our network – take advantage of endless opportunities to network with other SAP partners, SAP executives, industry leaders and influencers, and technology experts

Here’s a summary of estimated expenses:

[Conference registration](https://events.sap.com/sapandasug/en/partnersummit): $XXX

Airfare: $XXX

Ground transportation: $XXX

Accommodation: $XXX

Meals and other expenses (breakfast and lunch is included in the conference fee): $XXX

Projected total cost: $XXX

Thank you for your consideration. Please let me know if I am approved to attend.

<insert your name>