***Request to Attend SAP Global Partner Summit in 2020***

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

Dear <insert manager’s name>,

I would like to increase my value to our organization by attending **SAP Global Partner Summit** in 2020. This conference dedicated to SAP partnership, offers a 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. This conference takes place the day before SAPPHIRE NOW and ASUG Annual Conference, which is being held from May 12–14, 2020, in Orlando, Florida.

*Delete the following paragraph if you’re not attending SAPPHIRE NOW.*

SAP Global Partner Summit is 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 Global Partner Summit**

Monday, May 11, 2020

Hyatt Regency Orlando

At the conference, 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 the estimated expenses:

Conference registration: $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. I look forward to the opportunity to attend and bring back this extra insight to the organization.

Respectfully (or appropriate closing)

<insert your name>