*Copy and paste the text below to demonstrate the conference value and request approval from your employer. You may customize as needed.*

**Subject Line:** Request for Approval SAP Ariba Live Conference:

**E-mail Body:**

Dear NAME,

I’m requesting your approval to attend SAP Ariba Live in Las Vegas March 16–18, 2020.

Factors like trade disputes, labor laws, cybersecurity threats, and corporate social responsibility create a highly complex operating environment with increased risk for business. We must respond by using data, analytics, and insights to manage spend, end-to-end. SAP Ariba Live is the best conference to help me do just that.

During this three-day event, I will:

* **Network** with peers, SAP leadership, and industry experts
* Curate a personalized agenda from >**100 interactive breakout sessions** to learn how we can better manage spend, minimize risk, and drive business outcomes
* Be inspired by engaging and dynamic **keynotes speakers, thought leaders, and influencers**
* Engage with **SAP leadership** on the company’s vision, strategy, and product roadmap
* Meet with experts and customers using **SAP** **Ariba** and **SAP Fieldglass solutions** and **best practices**

I will apply event takeaways to my current and upcoming projects by:

* [Enter personal initiatives here]
* [Enter personal initiatives here]
* [Enter personal initiatives here]

The estimated investment in my participation would be:

* Hotel (2 nights at $xxx + tax + resort fee) $XXX
* Airfare $XXX
* Transportation to/from airport $50
* Registration fee (on-site rate increases) $1399

 **$x,xxx**

To share everything I learn with leadership and our team, I will assemble a post-conference report that includes an executive summary, key lessons, and recommendations to maximize our current and future investments with SAP Ariba and SAP Fieldglass.

I look forward to hearing back from you soon.