## Justification Email: Attending The Experts Conference (tailor to fit your situation)

To: <insert manager or supervisor name>

Subject: Attending The Experts Conference 2019 for AD/Office 365 best practices training

I’d like to get your approval to attend [The Experts Conference](https://www.eiseverywhere.com/website/2072/home/) this August 27-28, 2019 in Charleston, South Carolina. There’s no other conference where I’ll have the opportunity to learn the key information I need to get the most out of our current (and future) investment in hybrid Active Directory and Microsoft Office 365. I’ll have access to Microsoft, Microsoft MVPs, and other subject matter experts from around the world so I can grow my skills and increase our productivity.

At the conference, it is my goal to find solutions and best practices to contribute to these projects we have:

* <project one>
* <project two>

I’ll be able to choose from various sessions within the Hybrid Active Directory and Office 365 tracks – even adding some serious peer-to-peer and expert conversations with birds-of-a-feather sessions and the Experts Bar. I can also set meetings with key Quest product management to discuss our existing investment in their solutions.

I’m also excited that each session is CPE eligible to help me maintain the certification for my domain expertise.

This is the approximate cost of my attending The Experts Conference 2019:

* Airfare: $ 300
* Hotel: $ 650 ($189 per night + tax)
* Meals: $ 100 (Tuesday and Wed meals included in registration)
* Registration : $ 300 (1/2 off loyal Quest customer discount)
* Other expenses: $ 100
* Total cost: $ 1,450

Attending The Experts Conference will have huge value for me and <insert organization name>. Please let me know if you have any questions, and thanks in advance for your support.

<name>