

Carbon | SYNTHESIS

THE DIGITAL MANUFACTURING CONFERENCE

Carbon Synthesis Conference Registration Request Letter

To:

From:

Re: Carbon Synthesis Conference 2020

I would like to attend the Carbon Synthesis Conference 2020 being held September 29 -- October 1 in Redwood City, California. This conference includes in-depth sessions, special interest meetings, training seminars and opportunities to network with many Carbon staff members and other experienced Carbon users. Throughout the conference, I can choose from many sessions that will improve my understanding and efficiency in designing for Digital Light Synthesis™.

Synthesis is the single most valuable gathering of Carbon users from around the world. My attendance enables us to:

- Design products for DLS™ more efficiently.
- Learn tips and best practices from other experienced Carbon users.
- Learn how to maximize the value of our Carbon platform.
- Get up to speed on advanced Carbon software tools.

Our organization is focused on getting the most out of our investment in the Carbon platform. I think it's important for us to learn from other successful Carbon users. Here are the three projects that could benefit from my Synthesis attendance:

- [Add project or initiative]
- [Add project or initiative]
- [Add project or initiative]

Here is an appropriate breakdown of the conference costs:

OPTION 1: 3-Day Conference

Airfare:	\$
Transportation (round trip taxi):	\$100
3- Day Conference Registration Early Bird (ends 9/30/2019)	\$1,500
<u>3-Day Conference Registration Standard Rate (from 10/1/2019)</u>	<u>\$1,895</u>
Total:	\$

OPTION 2: 3-Day Conference with Carbon Certification Program

Airfare:	\$
Transportation (round trip taxi):	\$100
Carbon Certification Program:	\$395
3- Day Conference Registration Early Bird (ends 9/30/2019)	\$1,500
<u>3-Day Conference Registration Standard Rate (from 10/1/2019)</u>	<u>\$1,895</u>
Total:	\$

OPTION 3: 3-Day Conference with Napa Networking Excursion

Airfare:	\$
Transportation (round trip taxi):	\$100
3- Day Conference Registration Early Bird (ends 9/30/2019)	\$1,500
3-Day Conference Registration Standard Rate (from 10/1/2019)	\$1,895
<u>Napa Networking Excursion</u>	<u>\$200</u>
Total:	\$

OPTION 4: 3-Day Conference with Carbon Certification Program and Napa Networking Excursion

Airfare:	\$
Transportation (round trip taxi):	\$100
Carbon Certification Program:	\$395
3- Day Conference Registration Early Bird (ends 9/30/2019)	\$1,500
3-Day Conference Registration Standard Rate (from 10/1/2019)	\$1,895
<u>Napa Networking Excursion</u>	<u>\$200</u>
Total:	\$

I will submit a full post-conference report that will include an executive summary, major takeaways, and a set of recommended actions to maximize our current investment in the Carbon platform.

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

Regards,