WANT TO ATTEND A TASTE OF ENGAGE?

# Fill in the {brackets} and leverage this letter template.

Hi **{decision maker name}**,

This year MemberSuite is hosting a slimmed-down virtual version of their annual user conference titled a Taste of Engage. The event will be held from October 25th to October 27th via Zoom.

The one-track immersive virtual learning and hands-on training will be a great chance to sharpen my MemberSuite skills and ensure we are maximizing the use of the software to meet our goals. [Here is a link to the agenda](https://app.eventfarm.com/app/pages/98dd0264-5da3-4c56-b2cf-9fd84f34fa57).

Taste of Engage is a great cost-effective opportunity that will benefit me in my role and our organization, as I’ll have access to **9+ hours of live system training sessions at a fraction of the cost of traditional training hours, and** **half the cost of the in-person annual user conference registration price.** With the full access pass, I will:

* Get access to all the sessions during the three-day period.
* Meet one-on-one with MemberSuite experts to get our questions answered
* Receive at least 1 Certified Association Executive (CAE) credit
* Connect with other attendees to learn how other users get the most out of the system
* Attend the CEO Address and Product Roadmap Update to learn where the company is going and what’s coming
* Share relevant information and session materials with other staff members and departments upon my return
* ***And for the first time ever, I’ll have access to recordings of all sessions for one month after the event,*** *ensuring I can practice what I learn during and after the conference*

Additionally, given the virtual location, we will be able to save on traditional costs such as flights, hotel accommodations, taxi cabs, food, etc.

With that said, I am requesting approval for the conference registration fee of **$249.** Can we meet in the next few weeks to review my attendance requirements and ensure your expectations are met?

Sincerely,

**{Name}**