

Dear <Insert Manager's Name>,

It is essential that we learn and apply the latest industry best practices to our information management. My attendance at the 2017 Nuclear Information Management Conference presented by NIRMA (**August 6 – 9, 2017 in Summerlin, Nevada**) will help us do just that.

Information professionals from around the globe will be attending the four-day Conference that includes **over 30 technical sessions, keynote speakers and exhibits**. I'll have direct access to industry experts and the chance to network and share ideas with other nuclear information professionals. I'll also have the opportunity to meet with a number of solution providers one-on-one. That means I can come back with new ideas for how our organization can combine content and processes in the most cost effective and efficient ways.

Additionally, NIRMA is offering an AIIM Content Management Course, on August 5, just prior to the start of the Conference. This is the ideal opportunity for me to take one of these courses at a discounted rate.

I've broken down the approximate cost of my attendance at the 2017 NIRMA Conference and Pre-Conference Training course below: **[Plan your trip here. Delete what doesn't apply and total it up.**

Airfare:

Hotel Costs: \$135 per night + tax (*3, 4 or 5 nights depending on your schedule*)

Early Bird rate until July 1, 2017.

Registration: \$950 (*includes Conference registration, networking events, exhibits, several meals*)
\$1150 *after July 1, 2017*

AIIM Enterprise Content Management Course: \$395

ICRM CRM Exam Prep Seminar: \$100

Total:

I will share key strategies and solutions upon my return that will enhance our information management and impact our bottom line.

The Early Bird rates end July 1, 2017, so I'd appreciate your immediate attention to my request so we can budget and save extra costs on registration. Thank you for your consideration of this request.

Regards,

Your Name