

# Business Case/Ask Your Manager Email Template

## SUBJECT LINE TEXT:

Option 1: Request to Attend WebexOne 2023

Option 2: Request for Approval to Attend WebexOne

Option 3: Seeking Approval to Attend WebexOne

## COPY:

Hey [INSERT MANAGER'S NAME],

Webex is hosting their annual conference in-person this year and I'd love to attend; it's in Anaheim, California from October 24-26. This event is a game-changer for me and our team.

Here's what's going on at the event:

- **A day dedicated to hands-on training:** 30+ interactive, instructor-led [training courses](#) across the entire Webex portfolio (available for in-person attendees only).
- **Dozens of sessions from Webex customers:** Microsoft, United, Accenture, Bechtle, Broadcom, Broadridge, T-Mobile, Moderna, WeWork, and many more to talk about their successful tech deployments and best-practices.
- **Announcements on the next wave of AI-enabled innovation in Webex.**
- **40 breakout sessions** covering AI, office transformation, sustainability, customer engagement, and more.
- This year luminary speakers include famed astrophysicist **Neil deGrasse Tyson** and legendary **Robert De Niro** who is speaking with **Jane Rosenthal**, co-founders of the Tribeca film festival

I can get 50% off in-person tickets through our <Account Manager Name>. Additionally, we can take advantage of special rates on the WebexOne hotel block. Here's a breakdown of the expected costs:

- Event Registration: ~~\$249~~ \$125
- Airfare/travel: [ADD IF APPLICABLE, \$]
- Hotel: \$252 per night plus taxes and fees
- Meals and other expenses: [ADD IF APPLICABLE, \$] ☐ Total: [\$\$\$]

You can check out [webexone.com](http://webexone.com) to learn more.

I genuinely believe this event will help me make a greater impact within our team. So, I wanted to reach out and ask for your approval.

Thanks - I look forward to your response!