

# WebexOne Justification Email Template

## *SUBJECT LINE TEXT:*

Option 1: Request to Attend WebexOne 2024

Option 2: Request for Approval to Attend WebexOne

Option 3: Approval Request: WebexOne 2024

Option 4: Seeking Approval to Attend WebexOne

## *COPY:*

Hey [INSERT MANAGER'S NAME],

I just learned Webex is hosting their annual conference in-person and I'd love to attend; it's in **Ft. Lauderdale, FL from October 21-24**. This event is a game-changer for me and our team.

The agenda includes sessions on AI, hybrid work, interop, manageability, and customer experience best practices. It's a chance for me to gain hands-on training, connect with influential leaders, and bring back fresh ideas to enhance our customer and employee experiences.

Advance registration is available until September 7, priced at [**\$699 for the Advance Conference Pass / \$1,099 for the Advance Conference Pass PLUS Training**]. Additionally, we can take advantage of special rates on the WebexOne hotel block. Here's a breakdown of the expected costs:

- Event Registration: [\$699 OR \$1,099] (by Sept. 7)
- Airfare/travel: [ADD IF APPLICABLE, \$]
- Hotel: \$275 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 and help me optimize the use of Webex across the organization. So, I wanted to reach out and ask for your approval.

Thanks - I look forward to your response!