

# WebexOne 2026 Justification Email Template

## SUBJECT LINE OPTIONS:

- Request to Attend WebexOne (Oct 5–8, Austin)
- Approval Request: WebexOne 2026 (Oct 5–8 in Austin)

Hi [Manager's Name],

I'd like to request approval to attend **WebexOne 2026 in Austin from October 5–8**.

The event is focused on AI, customer experience, and collaboration—areas that directly align with our current priorities. It's a strong opportunity to learn how other teams are applying AI in practice and to bring back ideas we can use.

### ***[OPTIONAL — IF REQUESTING TRAINING PASS]***

*I am also interested in the **Technical Training Program**, which offers in-depth product education and AI-focused coursework. This would help deepen my technical skillset and support long-term professional development, including Continuing Education credits toward Cisco certifications.*

### **Estimated cost:**

- Registration: [INSERT COST ESTIMATE HERE] (\$599 - \$1,199 depending on pass. See available passes and pricing [here](#).)
- Travel & hotel: [INSERT COST ESTIMATE HERE] (Special hotel pricing of \$295/night + taxes and fees available through the WebexOne hotel block on a first-come, first-served basis.)
- Total: [INSERT TOTAL COST HERE]

Let me know if you're open to this—I'm happy to share more details.

Thanks,

[Your Name]