

SUBJECT: Attending VizExplorer OI Summit 2017

Hi [first name],

I found an excellent opportunity to increase my skills and knowledge in the area of operational intelligence, and simultaneously help me to make better use of our VizExplorer® software.

Have you heard about OI Summit 2017 by VizExplorer? Held in Las Vegas in January, the event is two-part:

- 1) [OI Training Day \(January 17\)](#) - A single day of in-depth, hands-on training and new best practices presented by expert staff trainers in a small group setting
- 2) [OI Summit \(January 18-19\)](#) - The second annual operational intelligence conference for gaming, attracting industry experts and casino professionals from around the country

Based on the [reviews](#) from last year and the [agenda](#) they're planning, I definitely think someone from our team should go. This is my formal request for your permission to attend.

Here's why: VizExplorer's OI Summit is the premier place to learn about operational intelligence as it relates to casinos. The whole VizExplorer team will be on hand to share best practices, hands-on training, new product innovations, and a series of thoughtful conference sessions that span strategy and technology, marketing & player development, and gaming operations. I look forward to:

- Participating in the single day **training** skills to sharpen my skills and make better use of VizExplorer products
- **Networking** with representatives from around 50 other casinos to learn from others
- **Learning** from the industry experts who are tackling some of the biggest trends in gaming today

Here's a breakdown of the expected costs:

ITEM	APPROX. COST	NOTES
Flight	Approx. \$ [redacted]	R/T [your city] to Las Vegas
Ground Transportation	~\$50	R/T airport to hotel
Accommodations	~\$126 + taxes	max 3 nights at \$42 before taxes
OI Training Day Pass	\$300	\$400 without OI Summit pass
OI Summit Pass	\$799 before November 30	\$1099 after November 30
PROJECTED TOTAL	\$1275 (before flight and hotel taxes and incidentals)	Assume ~\$300 more after early bird pricing ends

With your approval, I'd like to start planning to attend. After the event, I'll be happy to prepare a report that will include major takeaways, tips, and a set of recommendations to maximize the impact of our investment in VizExplorer. Thank you in advance for considering this request. I look forward to your reply.

Regards,

[Your Name]