

Subject: Request to Attend the 2019 OneStream Software Splash User Conference

Dear [Decision-maker],

I would like to request approval to attend the OneStream Software Splash User Conference, May 14-17, 2019 in New Orleans, LA. The national conference inspires, educates and connects finance and industry experts from around the globe. The event offers three and-a-half days of opportunities for hands-on workshops, educational sessions, a partner expo, keynotes and networking with other OneStream customers and industry experts. I will be interacting and observing from the best and the brightest industry leaders while also refining my technical skillsets. The conference agenda can be found at <https://splash.onestreamsoftware.com/agenda>.

The conference will allow me to expand my knowledge about all things OneStream and come back to the office with some immediately usable tips and tricks to better utilize OneStream for our company. I will have the opportunity to interact and network with many different types of OneStream users and experts, as there are around 1,200 attendees expected for the event. I will also earn 13 hours of CPE credit for the user conference and an additional 6 hours of CPE credit if I choose to attend a workshop.

The price to attend the conference ranges from \$1,295-\$1,795, depending on the date of registration. Full day workshops are \$800 in addition to the conference registration cost.

Here is the breakdown of cost:

- Roundtrip Airfare: \$XXXX
- Ground Transportation: \$XXXX
- Hotel (3 nights): \$XXXX
- Conference Fee: \$XXXX

The total costs associated with attending the conference are: \$XXXX

The opportunity for me to improve, develop, network, and gain additional knowledge about OneStream XF makes my attendance to Splash 2019 a wise investment. I plan to submit a summary of my learnings and opportunities upon my return. Thank you for your consideration. Please do not hesitate to contact me to discuss my attendance at the Splash conference further. I look forward to your decision.

Sincerely,