[Insert date]

Hello, [insert manager’s name].

OmniComm Systems is hosting its annual Innovation Forum Europe. This event is popular with OmniComm customers because of the excellent information about industry trends, innovations and best practices. What’s more, the event offers opportunities for networking and skill-building. I’d like to attend the Innovation Forum Europe, which takes place 7-8, June in Bonn, Germany.

There will be many technical sessions covering critical industry topics, including mobile/digital health, eSource, risk-based monitoring, new features in TrialMaster and TrialOne, Acuity and more.

Here’s a short list of what I can expect at this event and, most importantly, how this training investment can help our team:

* **The latest product announcements.**I’ll bring back valuable information about OmniComm’s product direction. This can help us better plan upgrades and decide when/if we should invest in new products.
* *"****How-to" technical sessions taught by product and industry experts.****I can ask pointed questions of these experts and get their input on some of our team’s key initiatives and challenges.*
* **Panel discussions about real-world challenges and successes.**This is a great opportunity to hear what other TrialMaster users are experiencing and learn from their successes and mistakes.
* **Opportunities to network with peers, OmniComm clients and OmniComm senior leaders.**I can get immediate expert advice and strengthen our industry contacts.
* **Solutions and demonstrations by OmniComm and technology partners.**The Innovation Forum Europe is a terrific place for me to experience and compare the latest OmniComm and technology partner solutions that could improve our processes.

When I’m back in the office, I’ll share a trip report summarizing the major concepts, techniques and action items for all sessions attended. This way, the entire team can benefit from what I have learned.

You can visit the [**Innovation Forum Europe**](http://www.omnicomm.com/innovation-forum-europe-2018) website for more information. I hope you’ll agree that my attendance is a sound investment with long-term value to our department. I look forward to hearing back from you.

Thank you!

[signed]