**Proposal to Attend Skift Global Forum NYC 2017**

**Date:**

**To:**

**From:**

**Re:** Attending Skift Global Forum NYC 2017

To better show why attending [Skift Global Forum](http://forum.skift.com/newyork/) this September 26–27 in NYC would be beneficial for our team, I’ve put together this brief proposal.

Skift Global Forum is the largest creative business conference in the global travel industry. Each year 1,000+ of the most talented people from 550+ companies and 33 countries gather together for two days to hear from leading innovators including the CEOs of Delta Air Lines, Royal Caribbean, Marriott, Hilton, Wyndham, Expedia, TripAdvisor, and The Priceline Group, just to name a few. More speakers [here](http://forum.skift.com/newyork/speakers/).

Besides having incredible speakers, this conference offers dedicated networking sessions on both days and opportunities to message all guests from the mobile app.

I’m estimating that attending will cost about [$X,XXX] and I’m sure this investment will be worth it because I plan on doing the following while I’m there:

* (Add info here on what you’ll do while you’re there that will advance specific company goals)
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And here is a more in depth breakdown of potential costs for your review:

Registration: $ XXXX

Airfare: $ XXX

Hotel: (X nights at $XX) $ XXX

Other expenses $ XXX

**Total**  **$ X,XXX**

Note: The ticket price increases as we get nearer to the conference.

I would love to hear your thoughts so I can solidify my travel plans soon and secure my spot at the conference. Let’s schedule some time to chat this week to go over this.

Thanks,

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