

Draft Template Email/Letter/Memo Requesting Approval to Attend the IET 2018 Conference

Subject: Request for Authorization to attend the Innovating with Emerging Technology 2018 Conference

I would like your approval to attend the Innovating with Emerging Technology 2018 Conference, on Wednesday 18th April, 2018 at the Hyatt Regency Trinidad, 1 Wrightson Road, Port of Spain, Trinidad. The Conference features keynotes by leading technology experts and some of the best tech companies in the world. This is a Conference unlike any other and will showcase and highlight the changing world that we live in and how our organization can take the lead and have first-mover advantage. Additionally, there will be experts and persons involved in the industry who will come together to discuss best practices and reveal the techniques behind their success!

At the conference I will learn about the importance of big data and its importance to companies like ours. I will also hear about the Internet of Things and how it is changing the world we live in. Also, I will be exposed to the smart cities concept, e-government and digital settlement networks, which will be using block chain technology and finally I will also be learning about the use of artificial intelligence and robotics and how that will change the game for us.

During the Conference I will have ample opportunity to network with executives, developers, c-suite managers, programme managers, etc and be able to ask specific questions that can help our organization move forward with these new and emerging technology.

Who will be attending:

- C Suite (Chief Executive Officers (CEOs), Chief Financial Officers (CFOs), Chief Operating Officers (COOs), Chief Information Officers (CIOs)
- Executive Managers
- Boards of Directors
- Directors

- Government Officials
- Marketing Professionals
- Operations Managers and Supervisors
- Energy Professionals
- Visionaries
- Opinion Leaders
- Students who have an interest in mega trends

At the end of the day I will leave with the knowledge and the confidence to better understand the different types of emerging technology and how they can further benefit our organization.

If you approve my attendance before March 31, 2018, I can take advantage of the early bird pricing at TT\$2,7000.00 or US\$400.00.

Thank you in advance for considering this opportunity for me to attend this unique Conference. Please let me know if you need additional information about the Conference. You can find additional information, conference schedule, and speaker list on the conference web site at www.cariri.com/ietconference

I look forward to your reply.

Sincerely,

[Your Name Here]