

Enterprise Connect AI – Business Travel Justification Letter Template

We hope you can use this letter as a template to request approval from your manager to attend Enterprise Connect AI. Please customize it according to your needs and don't hesitate to contact our registration team with any questions. We hope to see you in Santa Clara in a few months!

Subject Line: Request to Attend Enterprise Connect AI 2024 This October

Dear [manager's name],

I'd like to request your approval to attend the [Enterprise Connect AI conference](#) from October 1-2, 2024, in Santa Clara, CA. This event, produced by the #1 independent collaboration/CX/communications conference in the U.S., offers two full days of learning, networking, and skill-building focused entirely on AI. **If I register now, I can save [insert discount] off the full conference pass of \$1,399.**

Enterprise Connect AI will provide me with insight on practical ways to help evaluate AI investments and solutions and discern their benefits and specific use cases for our company. With your approval to attend, I'll have the opportunity to:

- **Expand my knowledge** – hear best practices from companies already implementing AI, including from a keynote delivered by a technology leader at Walmart.
- **Learn new skills** – learn from three different [conference tracks](#): AI for IT Management, AI for Productivity and AI for CX.
- **Meet with peers** – connect with other IT professionals to hear what they're doing at their organizations.
- **Evaluate AI solutions** – I'll also have the opportunity to research and evaluate the latest AI solutions in the market. Vendors like Ring Central, Google, Cognigy and NICE will be there.

Attending Enterprise Connect will help me with these strategies and/or projects:

- [Add project here]
- [Add project here]

Here is an approximate breakdown of costs:

- Airfare: \$
- Ground Transportation: \$
- Hotel (2-nights): \$279/night
- Conference Pass: \$
- Total: \$

If given the chance to attend, I'll be sure to share a recap of learnings and opportunities and circulate an action plan of recommendations for discussion.

Thank you for your consideration. I look forward to your reply.

[Your Name]

If relevant, add or edit this paragraph if you recently attended Enterprise Connect in March 2024:

As you know, I attended Enterprise Connect's flagship event this past March. Even in the three months since the event, so much has happened as it relates to advancements in AI technologies and use cases. Attending the AI-focused event in October will allow me to get up to speed with all the advances in the time since the March event.

If relevant, add these data points as you deem necessary:

I think you'll agree we've never seen anything like the excitement and potential of AI for the enterprise:

- Over 80% of businesses have already adopted AI technology in their operations to some degree
- 92% of businesses have seen measurable results from AI
- 56% of AI adopters are using AI to improve and perfect business operations
- 51% of AI adopters are using AI for customer relationship management
- 75% of executives fear they'll go out of business in the next five years if they don't implement AI
- AI saves an employee 2.5 hours per day on average.