

## **Request to Attend InTime University 2020, InTime Solutions Annual User Group**

*Use this template to help justify your attendance at this InTime U 2020. Just fill in the shaded areas.*

Dear <Insert name>

InTime Solutions is hosting a user group, InTime University, in Chicago, Illinois from September 27-30th, 2020. I feel like <insert company name> would benefit from this training opportunity to learn how to leverage the full capabilities of InTime. I would like to attend InTime U and share my learnings with <insert company name>. This is the perfect opportunity to receive in-depth product training, learn real-world best practices from users, and broaden my network.

During the event I will be able to:

- Maximize our investment in InTime to learn more about the latest features and strategies for scheduling efficiency.
- Network with InTime product experts and the InTime user community, including peers from other companies currently using InTime.
- Learn about new product features and upcoming upgrades.
- Have one-on-one sessions with product specialists to improve our scheduling workflow.
- Learn from keynote speakers on leadership, health and wellness.

The following benefits are included in the price of my ticket:

- 16 hours of training sessions, presentations and seminars, including keynote speakers
- Dedicated one-on-one time with the Support team
- Meet & Greet networking event
- Two days of breakfast and lunch and snacks
- Customer Appreciation Dinner

I will be able to pass on the knowledge learned at InTime U 2020 to my colleagues, spreading the value of the user group. The total value of the training sessions, food, presentations, seminars, and personal customer support is **\$4,269 USD (\$5,465 CAD)**. However, tickets for InTime U are only \$629 USD (\$826 CAD). Right now there is an **Early Bird special of \$579 USD (\$749 CAD)** if tickets are purchased **before March 30th, 2020**.

Thank you for your consideration. Please let me know if I am approved to attend.

<Insert your name>