

Dear _____,

I am requesting approval to attend GeoAlberta 2018, October 29-31, at the Westin in Downtown Edmonton. The GeoAlberta conference is widely regarded as one of the top geospatial conferences in Canada, offering two full days of education and professional experiences for industry participants.

The Conference (GeoAlberta.com) consistently delivers comprehensive, cutting-edge educational sessions presented by leading industry speakers with topics covering a number of emerging technologies as well as best practices for our sector to further develop my technical skills and build knowledge around innovations in the geospatial industry.

My attendance grants me:

- **Access to 25 speakers** on a range of topics relevant to our organizational goals as well as my professional development interests.
- **3 High-end keynote speakers and an expert panel**
- **6 hands-on workshops to choose from.**
- **Networking opportunities** to raise the profile of our organization and develop relationships and contacts with industry stakeholders.
- **Access to key sponsors and vendors** to gain insight into new technologies of interest to our team.

The cost to attend the conference is as follows:

Travel Costs (Flights, km's, Taxis, Bus, parking)	\$
Accommodations (\$199/night)*	\$
Meals (provided throughout the conference)	\$ 0
Delegate Pass (All Days)	\$500-700 † **
Total Cost to attend:	\$_____ + tax

*The Conference has specially negotiated hotel rates for attendees for \$199/night at the Westin Edmonton.

†This registration rate is discounted providing I register before **May 4, 2018**.

** Conference sponsors and exhibitors can purchase a limited number of delegate passes at our lowest price of \$450 ea.

I believe the insights learned by attending GeoAlberta 2018 can help us gain better perspective on innovations within the geospatial industry. Our industry is growing fast and the cost of a delegate pass seems a small price to pay for professional development which will help our business gain sector related insight into best practices.

When I return from GeoAlberta 2018, I will compile a short presentation covering speaker's presentation notes, useful vendor product information, new contacts made and a proposal for implementing new ideas that will benefit our team. I will also make any Conference materials available to my colleagues.

To benefit from the current discount I need to register before **May 4, 2018**.

Thank you for your consideration.

Sincerely,