**Information Security Decisions Conference Proposal**

To:

From:

Re: Information Security Decisions Conference Proposal

I’m writing to ask for approval to attend Information Security Decisions’ annual conference, scheduled for Tuesday, October 8th – Wednesday, October 9th 2013 at the Boston Marriott Copley Place. Over 200 security and networking professionals, industry analysts and experts, as well as representatives from top information security vendors will be on hand to learn and share best practices, hands-on training, new innovations and a lot more. Information Security Decisions is recognized as a leading security conference year-after-year, and post-event surveys of past attendees have consistently shown that this event delivers the unbiased practical and technical information needed to make informed purchasing decisions – at an unbeatable value because registration is free!

In particular, I’d like to focus on finding solutions or best practices that could benefit these projects:

* [add project or initiative]
* [add project or initiative]
* [add project or initiative]

In addition to 8+ breakout sessions with notable independent experts like Anne Kuhns, former CISO for The Walt Disney Company, G. Mark Hardy, Rick Mogull, and others, the conference offers the chance to problem solve and evaluate new technologies without spending a dime on consulting fees; only helping to accelerate our decision-making.

Information Security Decisions also hosts multiple security vendors who underwrite the $2,000 registration costs, making high-quality information completely free. Past vendors like Sophos, HP, Dell, CDW have made this conference an ideal place to pick up new ideas to drive more productivity from our implementation projects and maximize our technology investment.

**Here’s an approximate breakdown of conference costs:**

 Airfare: $ xxx

 Transportation (between airport and hotel): $ xxx

 Hotel – 2 nights at $xxx+taxes ($xxx per night): $ xxx

 Meals (included): $ 0

 Registration Fee: $ FREE

 **Total: $ X,XXX**

I’m currently working on ways to reduce expenses, including hotel discounts, ride sharing or public transportation options. ***Also, the earlier I can register, the cheaper these travel expenses will be.*** I’ll submit a post-conference report that will include an executive summary, major takeaways, tips, and a set of recommendations. I will share relevant information with key personnel throughout the company.

Thank you for considering this request. I look forward to your reply.

Regards,