

## TEMPLATE FOR THOSE NEEDING APPROVAL TO ATTEND:

Subject: Request for Approval: Attending Newforma World 2023 Conference

Dear [Boss's Name],

I am writing to seek your approval for my participation in the Newforma World 2023 conference, scheduled for October. As an active user of Newforma Konekt (which includes BIM Track), this event provides a unique opportunity to gain comprehensive insights into the software's capabilities, which I believe will greatly enhance our organization's operations and project outcomes.

The conference will highlight the potential of Project Information Management (PIM), showcasing how Newforma Konekt has evolved to facilitate more effective management of project data and collaboration. It will also delve into the multifaceted potential of Newforma Konekt, exploring features that extend beyond the BIM capabilities. This focus is pivotal in today's AECO industry. Additionally, the conference will feature exclusive sessions on the product roadmap, sharing insights only available to event attendees.

While there are over 30 sessions available that could provide immense value, here are a select few taking place on October 3rd and 4th that I believe are not to be missed:

1. **Keynote speeches by Dr. Giovanna Brasfield and David Sears:** These speakers will cover vital topics such as the importance of equipping teams for success and the transformative impact of inclusive collaboration in the AECO industry.
2. **Introducing Newforma Konekt:** This session will delve into the transformation in project collaboration ignited by Newforma Konekt.
3. **Insights and Experiences Shared by Newforma Konekt Beta Users:** Hearing firsthand experiences from early users of the software can provide useful tips and potential applications for our own use.
4. **Building for Tomorrow: The Future of PIM and BIM Management:** This session will explore emerging trends and future directions in PIM and BIM, equipping us to stay ahead of the curve.
5. **Empowering Field Operations:** Understanding how to optimize workflows with Newforma's Plans and Capture Mobile Apps can further enhance our project execution efficiency.
6. **Breaking Free From Vendor Lock-in:** This session will explore the power of interoperability in AECO, a crucial factor for maximizing the benefits of our technology investments.
7. **ROI of Managing Action Items in Newforma Konekt:** Focused on Konekt, this session highlights the potential return on investment through efficient action item management in the software.

The costs associated with attending these sessions are as follows:

1. **Main Event- Newforma World:** Scheduled for October 3rd and 4th, at a cost of \$995 and if we hurry, we can register for only \$750
2. **Travel:** [Provide estimated travel cost]
3. **Lodging:** \$185 per night at the Gila River Resort – Wild Horse Pass.
4. **Meals:** Meals are included!

**Total Estimated Cost:** \$xxx

**Return on Investment:** At present, Newforma Konekt saves me around xx hours per week. Given our billing rate of \$xxx/hour, the saved time can be redirected towards more productive tasks. I anticipate that the conference will provide additional methods to further streamline our work processes, thereby leading to more cost savings.

The adoption of more sophisticated project information management through Newforma Konekt will also significantly reduce project risks, bolstering our company's resilience and enhancing our relationships with collaborators and clients.

Upon my return, I will prepare a detailed presentation covering key insights gained, new contacts made, and strategies for incorporating beneficial ideas into our work processes.

To take advantage of the registration discount, I need to register before August 20. I would appreciate a prompt response to this request. Thank you for your consideration.

[Your Name]

PS: This letter can serve as a template for other team members who may also find value in attending this conference.