

Dear

The Online Social Media and Open Source Conference will take place October 13<sup>th</sup> through 15<sup>th</sup> in Orlando, Florida. I believe my participation would bring new ideas and approaches to our organization, and significantly advance my professional development. I would like to request approval to attend.

The three-day program offers:

- Education sessions addressing the threats and opportunities in social media and open sources
- Free access to the Expo featuring the newest products and services from on-point solution providers
- Opportunities to network with 300 peers from the public and private sectors
- Over sixteen continuing education credit hours from five recognized certification associations

I intend to use the knowledge I gain to cost-effectively improve our research and security practices and to share this information with our department. I will also make available the conference materials. If you deem it valuable, I will create a brief presentation or report:

- Outlining the content of conference's education program,
- Comparing exhibiting products and services that we should consider for our needs, and
- Listing the details of new contacts, I made at the event.

In addition, I will meet with exhibitors that I believe offer solutions that can benefit our organization.

A detailed cost breakdown is included below.

- Registration:
- Transportation:
- Hotel:
- Miscellaneous:

In the end, I think this opportunity will yield rich dividends in securing in the most efficient, practical, and effective way. Thank you again for your consideration.

Sincerely,