## 2024 CobbleStone® Conference

## Justification Letter to Supervisor

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I am requesting your permission to attend the 2024 CobbleStone Conference on October 17th in Las Vegas, NV.

The CobbleStone Conference is a highly anticipated event where contract management and procurement professionals can expand their skills while networking with fellow contract managers spanning various industries across the country and abroad.

As an attendee of the CobbleStone Conference, I plan on improving my contract management skills with the help of CobbleStone experts and industry professionals, learning about how our organization can benefit from the latest in-demand system features and enhancements (artificial intelligence with machine learning, risk mapping, and more), attending a CLE session for credit (**please remove if you do not plan on attending CLE session)** and bringing back actionable items to implement.

My goal is to help our organization better manage contracts, mitigate risk, track compliance, identify opportunities, and exceed our departmental and organizational goals.

The estimated total cost of my attendance is broken down as follows:

* *Registration Fee $FREE*
* *Hotel (1 night - $199 per night plus hotel tax and resort fee, estimated) $278*
* *Ground transportation (May vary – Add your allocation) $XXX*
* *Airfare (May vary based on location, time, and date of booking – Add your total) $XXX*
* *Meals (Breakfast & lunch will be provided on October 17th) $XXX*

 **Total:** **$XXXX**

I hope that you see the importance of investing in the CobbleStone Conference; I will take advantage of all the benefits that the event has to offer to ensure that we get the full value of this opportunity.

I welcome you to explore the details of the 2024 CobbleStone Conference [here](https://www.cobblestonesoftware.com/cobblestone-conference-2024). I would be happy to meet with you at your earliest convenience to discuss this opportunity further.

Thank you for your time and consideration.

Sincerely,

(YOUR NAME)