## 2024 CobbleStone® User Conference

## Justification Letter to Supervisor

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

I am requesting your permission to attend the 2024 CobbleStone User Conference from October 16th through October 18th in Las Vegas, NV.

The CobbleStone User Conference is a highly anticipated event where CobbleStone Contract Insight® users can expand their skills while networking with contracting professionals from ranging industries across the country and abroad.

As an attendee of the CobbleStone User Conference, I plan on improving my skills within CobbleStone Contract Insight, sharpening system best practices (with the help of CobbleStone experts and industry professionals), learning about how our organization can benefit from the latest system features and enhancements (VISDOM® artificial intelligence with machine learning, risk mapping, and more), and bringing back actionable items to implement with our software usage.

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:

* *Early Bird Registration Fee (Through 7/15/24) $1,195*
  + *Remove Registration Fee if purchased on or before 7/15/24*
* *Registration Fee $1,395*
  + *Remove Early Bird Registration Fee if purchased after 7/15/24*
* *Hotel (2 nights - $199 per night plus hotel tax and resort fee, estimated) $556*
* *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 included 10/17 & 10/18, lunch included 10/17) $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 User Conference [here](https://www.cobblestonesoftware.com/user-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)