

To: _____

From: _____

Re: Orion User Group Meeting 2016

I'm writing to ask for approval to attend Orion's User Group Meeting (Orion UGM 2016) taking place October 24-26, 2016, in Atlanta, GA.

Orion UGM 2016 is three days of hands-on learning, networking with industry peers, and gaining expertise from Orion leadership and other Orion users. This conference only occurs every two to three years and brings together the entire community of Orion users and experts. At a total cost under \$2,000 per person, it is the most cost-effective way to ensure that our law firm is getting the most from our Orion software and should result in a virtually immediate ROI.

In particular, I'd like to focus on finding training, solutions, or best practices in the following subjects that could benefit our firm as a whole.

- Ensure we are utilizing Orion's time, billing and accounting tools to the best of our ability.
- Brainstorm with others to optimize work-flows and improve operations at our firm.
- Become an Orion expert and gain knowledge of Orion's newest features.

Along with numerous breakout sessions hosted by Orion experts, this conference offers the chance to work one-on-one with industry colleagues and technology partners to help address our business challenges.

Here's an approximate breakdown of conference costs:

- Airfare: \$150-\$350
- Transportation: Public Transit – \$2.50 each way, Taxi – Flat fare of \$30 each way
- Hotel: \$540 (3 nights at \$180 per night)
- Meals: \$100 (Breakfast, lunch and snacks included each day, dinner included on first night)
- Conference Registration: \$950 ("Discounted" rate)
- Total: \$1,745-\$2,000

After Orion UGM 2016, I'll bring back valuable actionable insight to our firm that every Orion user can benefit from. I'll also develop contacts with Orion experts and build a deeper knowledge base that will allow us to achieve better results and reach our firm goals.

I'm currently working on ways to reduce expenses, but I would like to note that travel into Atlanta is affordable and most of our meals are included in the conference registration rate. Due to the location of the hotel/conference venue, I will not need to pay for additional transportation. I'll also submit a post-conference report including major takeaways, tips, and a set of recommendations to maximize our current use of Orion software. I will also share relevant information with key personnel throughout the firm.

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

Regards,
