Do you need to convince your manager of the benefits of attending the Wolfram Virtual Technology Conference? Download and customize the letter below as you see fit, adding immediate problems you will be able to solve and long-term initiatives you will be able to implement as a result of attending the Wolfram Virtual Technology Conference 2020.

**Justify your attendance**

To:          
From:          
Re:        Professional Development Opportunity  
  
As an active user of Wolfram technologies, including Mathematica, I would like to attend the 2020 Wolfram Virtual Technology Conference this October 6–9, 2020. The conference offers high-level content, both live and on demand; access to materials and handouts; Q&A with speakers; breakout sessions for more in-depth conversations on relevant topics; and the opportunity to network with Wolfram technology users and experts of all levels.

The 2020 conference will not only benefit me as an employee, but will also provide me with tangible takeaways for our entire team. When the full schedule of sessions is released, we can go over the list together to determine which ones will benefit the company most.

The only cost is registration.   
Registration fee:     $195                                              
Additional training: $100 (if applicable)  
Total:                       $295  
  
This conference is a small investment toward learning how to use the latest features in Wolfram technologies and discussing what is on the horizon. The value in the presentations and workshops cannot be overstated, as the information gleaned will have a direct impact on the quality of our current and upcoming projects.

The conference also offers opportunities to solve attendees’ specific project challenges with the help of Wolfram employees and peers. In particular, I would like to focus on finding solutions or best practices that could benefit these projects:  
[add project or initiative]  
[add project or initiative]

I will submit a post-conference report that will include an executive summary, major takeaways and tips, and a set of recommendations to maximize the full potential of our investment in Mathematica and other Wolfram technologies. I will also share relevant information with key personnel throughout the company.