Dear <Insert Manager’s name>,

I’m writing to request your approval to attend CamundaCon 2024 in Berlin on May 15-16, 2024. The event will take place at WECC, Westhafen Berlin.

What is CamundaCon? It’s an annual process orchestration conference hosted by Camunda. It’s open to any and everyone looking to better utilize automation technologies and strategies to drive business goals. With both technical and business tracks, the event includes learning opportunities for IT professionals of all industries, skill-levels, and seniority. Speakers walk through a number of real-world challenges from replacing manual processes and migrating legacy solutions to building a Center of Excellence and combining AI and BPM.

The Conference will allow me to:

* Adapt cutting-edge strategies and tools to assess and improve our customer experiences
* Stay ahead of upcoming trends impacting the automation landscape
* Learn from trusted leaders at organizations like Zurich Group, DB, Kiwi.com, Cisco, City of Munich and more
* Interact with my peers to share learnings, challenges, and successes

I hope you agree that this will be a great opportunity for me to bring back new ideas and methods that will ultimately benefit our organization. Upon my return, I will be ready to share key takeaways, including practices we can start to implement immediately. Thank you for your consideration!

Please see an outline of my expected expenses below:

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| --- | --- | --- | --- |
|  | **Tier 1By Jan 15** | **Tier 2By March 15** | **Tier 3[Regular Ticket]** |
| Conference Ticket | 99€ | 199€ | 269€ |
| Transportation | [fill in] |  |  |
| Hotel | [fill in] |  |  |
| **Total** | [fill in] |  |  |