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2022 EMACS Conference Proposal

To:
From:
Re: EMACS – The Customer Experience Conference Proposal

I'm writing to ask for approval to attend Chartwell's annual EMACS – The Customer Experience Conference October 17-20, 2022, in Orlando, Florida. A large community of utility experts will be on hand to learn and share best practices, new programs and services, innovations, and a lot more. EMACS is celebrating its 25th year, and post-event surveys of past attendees include comments such as:

> *"Best trade conference I've ever attended. The speakers, material, topics, and vendor marketplace were top notch and the cadence of the event was just right. Really, really well done."*

> *"I am going to recommend my company attend each year."*

> *"Listening to others' lessons learned always gives us a leg up, always find new items to bring home."*

> *"EMACS provided great opportunities for learning and networking and had a critical mass of topics and attendees to make it worth the investment."*

> *"One of the most educational meetings I've attended."*

> *"I took pages and pages of notes with ideas that I want to implement or explore."*

I'd like to focus on finding solutions or best practices that could benefit our projects:

- [add project or initiative]
- [add project or initiative]

In addition to 20+ presentations, panel discussions and keynotes, the conference offers the chance to problem solve with hundreds of other utility professionals and technology partners. The exhibit hall is an ideal place to research 40+ participating solution providers who can increase productivity and allow us to focus on our core mission – improving customer satisfaction.

Here's an approximate breakdown of conference costs:

Airfare:	$ xxx
Transportation: (between airport and hotel)	$ xx
Hotel: (Three nights at $xxx excluding tax & fees)	$ xxx
Meals: (Three breakfasts, two lunches, three receptions included with registration)	$ 0
Conference Registration Fee:	$ xxx
[check for current price – www.chartwellinc.com/event/emacs/]	
Total:	**$ XXX**

Please note **the conference is filling up fast.** I can save money if I act now and book at the discounted hotel rate (cut-off is September 28 if I can get in the block at the Renaissance Orlando at SeaWorld® before it fills up) and find the best airfare*.* When I return, I'll be able to share relevant information with key personnel throughout the company.

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

Regards,