

Re: Smartsheet ENGAGE 2025 Request to Attend

Hello

I'm requesting approval to attend the Smartsheet ENGAGE customer conference, Nov. 5-7 (with pre-conference programs on Nov. 4), in Seattle, WA, USA.

As you know, we use Smartsheet extensively in our work, and attending ENGAGE – the leading customer conference that brings together professionals across industries, roles, and countries, to share insights and best practices – would help me take my skills to the next level.

The conference includes breakout sessions for product training and technical deep-dives. Product experts are available throughout the conference to answer questions and provide support, and there are additional Smartsheet training and credential options at a reduced price.

Top 3 reasons I would like to attend:

- 1.**
Workshops to try the latest Smartsheet features, with personalized coaching from Smartsheet experts.
- 2.**
A chance to learn how other companies like ours have used Smartsheet to create new market and revenue opportunities with process and workflow optimizations.
- 3.**
To swap ideas with fellow Smartsheet users and learn new ways we can make the most of our investment in the platform.

Costs: I've estimated the total cost to attend at \$_____. (see breakdown below)

ITEM**ESTIMATED COST****General Admission:****\$**

- \$1150 • Early bird pricing through August 22
- \$1375 • Full conference pass
- \$1200/ea • group 3+
- \$1050/ea • group 10+ Per ticket - (Must be Salesforce order with account rep.)

Public sector and nonprofit:**\$**

- \$1050 • Early bird pricing through July 26
- \$1150 • Full conference pass
- \$1050/ea • group 3+
- \$1050/ea • group 10+ Per ticket - (Must be Salesforce order with account rep.)

Optional pre-conference training:**\$**

- Smartsheet Builder Bootcamp
- Introduction to Control Center
- Project Management with Smartsheet
- Beyond the Basics: A Smartsheet Builder Workshop
- Managing a Control Center Blueprint
- \$525 • Early bird pricing through August 22
- \$735 • Standard

Optional Smartsheet Credential Exam:

More information on the specific certifications being offered will be available closer to registration.

Airfare**\$****Transportation:****\$****Round trip taxi (home to airport to hotel)**

ITEM	ESTIMATED COST
Hotel: X nights at discounted conference rate of \$174-299 + Taxes (depending on selected hotel)	\$
Meals: Most meals are provided as part of the conference fee	\$
<hr/>	
TOTAL	\$

The conference is projected to sell out as it has the past 2 years. If I register now, I can have access to the best available hotel rates.

Not only will ENGAGE support my professional growth, I'll be able to bring back new ideas and strategies to help us work more efficiently and collaborate more effectively. Once I'm back, I can debrief the team by sharing best practices and new insights, key takeaways, and suggested action items for improving the way we work.

I hope you agree that this is a great opportunity to maximize our investment in Smartsheet. Thank you for considering my request!

Sincerely,