**Send this email to your boss, personalizing the fields highlighted below:**

Dear [ENTER MANAGER’S NAME],

I would like your approval to attend [InfoComm](http://www.infocommshow.org), taking place this year in Las Vegas. Education sessions are from June 4-10 and the Exhibit Hall is open June 8-10.

InfoComm is the only event in the United States focused solely on pro-AV where I can see hundreds of AV brands showing their latest products in person to pick the best solution for [your next project.]

Right now, I can register for the InfoComm Exhibit Hall for **free** because I have a special promotional code, but it would be valuable for me to attend training and education as well.

The InfoComm Education Pass would give me access into a wealth of information about [AV solution] and [2nd AV solution] that I can use as soon as I’m back. Most of the sessions offer CTS RUs, so I’ll be able to [earn/renew] my CTS at the same time. [*If you’re an AVIXA member:* Our AVIXA membership will save us $100.]

Here are the sessions I’d like to attend:

[list your sessions here – [review the list](https://www.infocommshow.org/education/infocomm-education-pass) to pick your sessions]

Learning about [session topic] and [session topic] will help me [solve a challenge you currently have] on [specify a project]. I’ll also make important contacts with people doing my job at other companies to share best practices and learn how they’ve solved their organizational challenges. Upon my return from InfoComm, I’ll share what I’ve learned with our team so we can all benefit.

I’ve broken down the approximate cost of my attendance at InfoComm:

Airfare/Travel: [$ Amount]

Hotel: [$ [Find discounted rates here](https://www.infocommshow.org/event-info/hotel)]

Exhibit Hall Pass: Free

Education Sessions: [$ Calculate your [registration fees](https://www.infocommshow.org/event-info/registration-fees)]

Total: [$AMOUNT]

Thank you for your consideration of this request.

[YOUR NAME]