

Subject: Request to Attend 2018 SOLID East

Dear **[Decision Maker Name]**,

The 2018 Summit on Legal Innovation and Disruption (SOLID) East takes place on September 12 and 13, 2018 in New York City. SOLID is the only place that encourages conversation and cooperation between corporate legal departments, law firms, legal software companies and service providers while seated at the same table discussing innovation, collaboration, and the changing business of law. The day and a half summit offers high quality content from experienced industry practitioners. Therefore, I would like to request approval to attend, as I believe it will further develop my professional skills and build knowledge around shared best practices and new technology innovations.

The Summit offers comprehensive, cutting-edge educational TED-style talks, presented by leading industry speakers, as well as a technology showcase featuring new and innovative technologies and their use cases. The Summit covers a range of legal operations, innovation, technology subject areas and emerging concepts facing our organization.

If I attend, I'll receive:

- Over 8 hours of learning across five tracks of sessions. This year's program includes discussions and talk tracks touching on several important topics for us: *outside counsel management, budgeting, contracts management, leadership, artificial intelligence and machine learning, data analytics, alternative service providers, knowledge management, GDPR, technology roadmaps and more.*
- I'll also have the chance to understand the latest trends from industry leaders and guest speakers including executives from organizations including, but not limited to, CBS, Marsh and McLennan, Columbia Sportswear, TIAA, Deutsche Bank, DHL.
- Over 10 hours of high level networking. Throughout the course of the program there is time dedicated to network, along with special events. I'll have a chance to raise our profile and develop our relationships and contacts.
- Access to key sponsors and exhibitors. I'll have access to new product presentations and get 1-to-1 face time with key legal industry players.

Costs

The attendee pass includes all meals and social events for the day of the conference. The approximate investment for my attendance is as follows:

Travel Costs	\$XXX	
Accommodation	\$XXX	
Attendee Pass	\$XXX	
Total Cost to Attend	\$XXX	

Payback: Our ROI

I believe the insights learned by attending 2018 Summit On Legal Innovation and Disruption East, can help us better optimize our legal department operations. By learning from others in the community, we will make faster progress on initiatives than we would on our own, and avoid the same mistakes as others. The cost of sending an attendee seems a small price to pay for actionable intelligence to help improve our legal operations function, our legal department, and our business.

When I return from the summit, I will compile a short presentation covering speakers' presentation notes, useful vendor product information, new contacts made, and a proposal for implementing new ideas that will benefit our team.

Thank you for your consideration.

[Add standard sign off]