



Dear

I'm writing to request your approval to attend Engage 2024, Everest Group's premium conference for global business services, sourcing, vendor management, and shared services professionals. Everest Group Engage will take place in Dallas, TX, from September 30 – October 2, 2024, with the first day being an afternoon workshop and arrival day.

Everest Group is a global leader in research and advisory for business and tech services professionals.

I'd like to attend Engage 2024 to get practical guidance on advancing our business priorities and to further develop my professional skillset to maximize my impact on our organization.

Listed below are a few key highlights from the event that are particularly valuable:

- 25+ Everest Group analysts will be there. Unlike other research firms, Everest Group's analysts are incentivized for the depth and quantity of their engagement with clients. This will give me the opportunity to get a condensed, yet strategic, access to a year's worth of analyst interaction in two days.
- The agenda will feature more than 20 case studies, Action Sessions designed to provide immediate steps we can take to implement some of the plans and projects that will most benefit us, and keynotes from experts that will inspire us to become future-ready
- There is an inspiring lineup of speakers who will share their expertise and offer new perspectives to tackling work challenges.
- Ongoing collaboration will be accessible with a true peer community of cross-industry attendees leading global business strategy and shared services from the world's largest companies, including Shell, Microsoft, Novartis, Travelers, and many more
- The agenda also includes several dedicated networking session formats that will be facilitated by experts. I expect to glean a lot of real-world insight from fellow attendees during these sessions and build valuable relationships.
- There are workshops on Pricing Assurance and Talent Planning that we can use to ensure we're getting the best possible deals in our contracting efforts with our partners and providers.
- To help me make new connections and learn what some of our peers are doing, Everest Group will not only offer an AI-driven matchmaking app, but will also use several tools on-site to help me easily identify attendees I might want to connect with by role, industry, skill level, and more.
- The educational and session content will also be available digitally following the conference so I can share insights and practical advice with the team.



- Everest Group Engage is centrally located in Dallas, Texas, which allows for less expensive travel costs than other business travel destinations.

I expect the event's cost to be:

Conference registration: \$1,999

Hotel: \$495 - \$209/night for 2 nights plus tax, etc.

Other Travel Expenses: \$

Total: \$

I believe Engage will be a great learning experience that will allow me to bring back new ideas and pragmatic actions that will benefit our company. I'll be sure to share a full trip report on my learnings and opportunities for us upon my return.

Thank you for your consideration!