Dear **[NAME]**

Re: COSA 2019

I’m writing to ask for approval to attend the SirsiDynix User’s Group conference, COSA, October 30-31, 2019 in Sydney, NSW. **[Two days of intensive hands-on training precede the conference, on October 28-29, at a significantly reduced price than the norm for face-to-face training.]** COSA is Customers of SirsiDynix Australasia, an Asia-Pacific wide association of libraries of all varieties and sizes, and provides a collective voice for the region when weighed against the numbers of overseas SirsiDynix customers.

The conference is two full days of learning and exploring our SirsiDynix software and a chance to hear from experts on a number of LMS specific topics. Presenters include both SirsiDynix staff and peers of our library leading the way in developing libraries of the future. It covers in-depth ways to extract additional value from Symphony, add more value for our organisation and our stakeholders, resolve problems and get an early hands-on look at upcoming features, developments and patches to the software. The conference cost is **[under $500 for COSA members/a little over $500 for COSA non-members]**; it's a cost-effective way to ensure that we’re getting the most from our SirsiDynix investment and should result in immediate ROI.

In particular, I’d like to focus on finding solutions or best practices that could benefit these projects:

* **[add project or initiative]**
* **[add project or initiative]**
* **[add project or initiative]**

There will be over 20 breakout sessions with SirsiDynix executives, employees, customers, and COSA members. The opportunity to meet face-to-face with SirsiDynix employees and build relationships is invaluable, and something that will benefit the projects I’m working on and the library as a whole. This conference will help us better understand the library technology landscape, what to expect for the future, and protect against future trends. It also allows us to get a look at some of the developments our peers are creating to make the best use of the software & enhance their standing with their communities and stakeholders.

Here’s some of the sessions we will benefit from:

* **[add session]**
* **[add session]**
* **[add session]**

**Here’s an approximate breakdown of conference costs:**

|  |  |
| --- | --- |
| Airfare: | **$ XX** |
| Transportation: (round trip from airport to hotel) | **$ XX** |
| Hotel: **(2 nights/4 nights)** | **$ XX** |
| Meals: **(2 days/4 days)** | **$ XX** |
| Conference Registration: | **$ XX** |
|  |  |
| Total: | **$ XXX** |

I can schedule a post conference meeting with you to provide you with a summary of all the major takeaways and tips I learned to enhance our current SirsiDynix system. I can also share relevant information with other members of our library staff that may find the information helpful.

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

Regards,

**[Your Name]**