One Place 2022 Conference Proposal – Individual Registration

**To: <NAME>**

**From: <NAME>**

**Re: One Place 2022 Conference Proposal**

**Dear <NAME>,**

I would like to increase my value to our organization by attending Benefitfocus’ annual conference, [One Place 2022,](https://www.benefitfocus.com/events/one-place-2022) March 15-17 in Charleston, South Carolina.

The conference is two days of learning, including best practice sharing, thought leadership and software training. Plus, with more than 500 attendees and over 35 industries represented, I’ll have the chance to network, learn from and create connections with my peers across the country. Ultimately, I believe this will help us achieve a greater return on our benefits technology investment.

In addition to breakout sessions led by Benefitfocus associates, customer and partner speakers, [the agenda](https://www.benefitfocus.com/events/one-place-2022#op-agenda) includes the opportunity to attend continuing education courses for credit and the chance to problem solve with the Benefitfocus product team. I’d like to focus on discovering solutions or best practices that could benefit these internal projects and initiatives:

* <INSERT INITIATIVE>
* <INSERT INITIATIVE>
* <INSERT INITIATIVE>

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

Airfare: $ XXX

Hotel: (2 nights at avg. standard room rate of $275) $ XXX

Meals: 8 of 9 meals included $ per diem

Registration Fee: $ 699 ($400 off, ends 10/31)

**Total: $ X,XXX**

If approved, I will submit a post-conference report that includes a summary, key takeaways and a set of recommendations to maximize our current investment in health care and benefits. I would like to register soon to take advantage of the Pre-Early Bird savings of $400, which ends October 31, 2021.

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

Regards,

<SIGNATURE>