**Oktane14 Conference Justification**

**Subject Line:** APPROVAL NEEDED: Okta User Conference, Nov 10-12 San Francisco

Dear (NAME),

I would like to request your approval to attend Oktane14, the Okta user conference, November 10-12, 2014 in San Francisco. This is my one opportunity this year to meet with the identity, cloud, mobility and security experts from Okta. With over 900 attendees, I will meet and learn from hundreds of IT professionals from organizations in our industry of similar size.

I plan on spending my time identifying solutions and best practices to help drive the following initiatives, which are important to our organization:

* <initiative 1>

• <initiative 2>

• <initiative 3>

Below are a few ways this investment will pay off:

* **Deep-dive training and sessions:** Oktane14 offers over 35 content-rich sessions across four tracks covering the latest in enterprise identity, external portals, mobile and application integrations. Plus I can get hands-on training from experts across a number of topics.
* **Networking with industry experts:** At Oktane14, I will have the opportunity to hear from leading thought-leaders during two keynote sessions. They are also offering office hours with experts and I can network with like-minded IT professionals during breaks
* **Evaluate Solution Providers:** I can meet with leading solution providers in the Partner Pavilion. They are expecting over 16 sponsors and exhibitors and this is a great way for me to learn more so we can make productive purchase decisions.

**Here are the expected costs:**

Travel & Hotel

Airfare $ ---

Transportation (to/from airport/hotel) $ 80

Hotel ($309 p/night x2) $ 618

Training

Conference registration $ 795

**Total: $ -,---**

With a growing list of sponsors, speakers and attendees, Oktane14 will provide me the unique opportunity to learn from the leading experts in enterprise identity & security. I will be able to learn best practices, share tips and tricks and leave Oktane14 having made many new connections with IT leaders and peers.

Let me know if there are other things you would like for me to learn at the conference that will help us get more from our Okta investment. I am confident that my time at the conference will help us drive more efficiency and productivity across our organization. If you would like to learn more about Oktane14, I encourage you to view the website: [www.oktane14.com](http://www.oktane14.com).

Please let me know if I can commit to attending the conference. Thank you for the consideration.

Regards,

NAME