To:

From:

Re: **Esri Health and Human Services GIS Conference**

I would like to attend the Esri Health and Human Services GIS Conference to be held October 17 to 19, 2017, in Redlands, California. This learning opportunity will help us ensure that we are getting the most from our geographic information system (GIS) investment.

Esri reengineered this year’s conference to focus on practical training and best practices that can help our organization overcome its challenges. The event will feature more than 10 hours of hands-on Esri software training, dozens of user presentations highlighting best practices, and opportunities for me to solve specific technical issues by working directly with Esri staff. I will have access to individual GIS technology lessons at the Hands-On Learning Lab, and I will be able to connect with leading vendors as well as other GIS users from our industry.

With rapid advances in the field toward open data, transparency, and changing delivery systems, this is an especially important year for me to master new geospatial technology. GIS is becoming more powerful and accessible, and I need to know how we can leverage its capabilities to make the most of our resources and keep up with our peers. These are three projects that could benefit:

I am looking at ways to reduce expenses through the early registration discount, special hotel and airfare rates, ride sharing, and provided meals—so far, here is an approximate breakdown of conference costs:

Registration:

Airfare:

Transportation (round-trip taxi from airport to hotel):

Hotel:

Meals:

Total:

If I attend, I would submit a post-conference summary, including a set of recommended actions to further our GIS work. I would also be more than happy to share relevant information with other staff members and departments.

Thank you for your consideration. I look forward to your reply.