Re: Request to attend HASTUS User Group for learning and development

Hello, [insert name].

I am requesting your approval to attend the [HASTUS International User Group](https://www.giro.ca/en-us/user-groups/) this September 28–30 in Pittsburgh, PA.

This is the only international learning and development conference dedicated to HASTUS. It is scheduled every two years and attracts more than 200 attendees from transit agencies of every scale. Topics covered include planning, scheduling, operations, rail, and advanced tools and technology. Attached are the sessions I see the most value in attending (see highlighted).

Unlike other transit conferences which often have very broad-ranging sessions, this event is known for its immediate, applicable gains. The sessions I’ve identified would have a direct positive impact on [insert key objective(s) of an ongoing or planned project].

My key objectives for attending this event:

* Honing my skills of the tools I use daily by taking part in advanced HASTUS workshops
* Learning HASTUS best practices by attending presentations of other agencies’ real-life achievements with the software
* Gaining fresh ideas/solutions by networking with other HASTUS users facing similar challenges
* Getting answers to specific questions/challenges by getting one-on-one support from HASTUS experts

Deepening my knowledge of HASTUS will support my professional development and allow me to apply this learning directly to my work to help move our [scheduling/operations/etc.] department forward.

Below is the summary of costs (travel not included). The early bird registration offers a decent discount.

|  |  |  |
| --- | --- | --- |
| **Registration** | **Payment by July 21** | **Payment after July 21** |
| Attendance rate* Includes lunch all three days and one evening meal
 | US$875 | US$995 |
| Hotel booking* Breakfast at hotel: US$36 per day
 | US$159 per night | US$159 per night |

Thank you for considering my request. I look forward to bringing back new knowledge, ideas and best practices to help solve the challenges we face as an organization.

[insert your name]