

2017 Veeva Global R&D Summit

To:

From:

Re: 2017 Veeva Global R&D Summit Attendance

I'm requesting your approval to attend Veeva Global R&D Summit on October 2-4, 2017 in Philadelphia, PA. Veeva Global R&D Summit will bring more than 900 life sciences professionals and industry experts together, with a dedicated track for _____ (clinical, quality and manufacturing, regulatory, IT). Attending Veeva R&D Summit is a great way to ensure that we get the most out of our investment and learn about the future direction of Veeva products.

The event offers two days of in-depth best practices and case studies, as well as networking opportunities through interactive sessions with life sciences peers. Registration is complimentary, and by attending, I'll gain unique perspectives from industry leaders. I'll also hear directly from other innovative life sciences companies – ranging from global pharma's to emerging biotech's.

I'd like to focus on finding solutions and best practices that could help benefit the following projects:

- <Project/program>
- <Project/program>
- <Project/program>

Conference meals are also complimentary. Here is an approximate breakdown of other costs:

Registration Fee:	\$0.00
Airfare:	\$XXX.XX
Transportation (between airport and hotel):	\$75.00
Hotel: (2 nights at \$284+tax)	\$568.00
Total:	\$XXX.XX

Veeva R&D Summit will offer value not only to me personally, but to our entire organization. Afterwards, I can provide a report that summarizes key takeaways and recommendations to improve our usage of Veeva products.

I appreciate you taking the time to consider my attendance at Veeva Global R&D Summit. I look forward to hearing from you.

Regards,