



# Proposal for Attending the SIG Summit | Fall 2017

Some companies refer to those people who attend their events as guests or attendees. At SIG we consider them champions. SIG delegates are engaged, participatory, focused on results and interested in moving the industry forward. SIG Summits provide tangible solutions that can be immediately implemented, resulting in a rapid return on the investment to attend. SIG recognizes that time out of the office is sometimes hard to justify, so **we've created this proposal to attend that you can share with your team leader to help you explain how your time at the Summit will provide ongoing returns.** If you'd like to write your own letter, we recommend including some of the following keywords and benefits:

- Benchmarking with leaders across all industries
- Receiving education and training
- Understanding vendor strengths and solutions
- Collaborating with industry thought leaders
- Building a professional network
- Learning in an experiential atmosphere
- Gaining a new perspective
- Hearing the latest industry innovations
- Receiving actionable intelligence

Or...to make it easy for you, we've put together a letter to help you show your team leader why attending a SIG Summit will allow you to refresh, recharge and renew your professional edge. Feel free to use it in its entirety or borrow from it...we want to see you at the Summit and hope this can help you get there!

**To:**

**From:**

**Re:** Participating in the SIG Summit this fall

I am requesting approval to attend the SIG Summit this fall in Carlsbad, California. This multi-day event has carefully curated content presented through in-depth workshops, sourcing labs, breakout sessions, plenary sessions, working council meetings, organized networking events and multiple opportunities for developing professional contacts. It is widely regarded as the leading forum for professionals in the sourcing and outsourcing field as it offers best practice content in a setting that is free from the distraction of booths and other selling. Specifically, the Summit offers me:

- **Three and a half full days of relevant education and training through** more than 50 sessions on topics ranging from how to write an SOW...to finding value beyond cost savings...to the impact of artificial intelligence and advanced technologies on the sourcing industry...and everything in between.
- **Dedicated opportunities to raise our company profile, benchmark with leading-edge companies and network with industry experts** through professional dinners, a speed networking event and informal but organized breaks.
- **A cost-effective and time-efficient immersion into some of the most forward-thinking industry solutions** which is superior to participating in multiple seminars or webinars because I will get all of the information in one place at one time and have the opportunity to debrief after each session in real-time with other industry thought leaders.
- **Insight into the newest opportunities for capturing savings in business processes** as the Summit covers “next” practices in sourcing and procurement, demonstrating what’s working for emerging companies and industry stalwarts.
- **Access to many industry vendors in one place** allowing me to become quickly acquainted with their expertise, solutions and potential for improving our business.

The agenda for the SIG Summit is outstanding. The topics are relevant and forward-thinking with sessions focused on how digital disruptions such as robotics process automation (RPA), augmented reality and virtual reality can be used to innovate the sourcing and procurement function. There is valuable intelligence to be gained by hearing about companies’ successful implementations, transformations, and approaches to artificial intelligence and RPA...and equal value in learning from their mistakes.

To ensure that we realize the best return for my time away from the office, I plan to attend sessions that will allow me to gain knowledge I can apply to these projects:

- (Add your list of projects here)

Because we are SIG members, there is no registration fee for me to attend—it is factored into our membership—so the total estimated cost for my participation is as follows:

Airfare	\$ 500
Hotel (3 nights at \$281)	\$ 843
Meals (most are provided by SIG)	\$ 75
Ground Transportation: (taxi to/from airport)	\$ 100
Registration Fee	<u>\$ 0</u>
Total Cost to Attend	\$1,518

I’m looking at airfare now and will make every effort to make the expenses even more affordable. I will also share a post-conference report summarizing my key takeaways, including ways we can implement some of the things I learned and receive a tangible return on the conference investment.

I strongly believe the insights I will gain, the continuing education I will receive and the benchmarking I'm able to do by attending the SIG Summit can not only educate me on ways <<insert your company name>> can improve our processes, but will also expose me to opportunities for creating value for our company that may be realized for years to come.

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

Regards,