Controlling 2013 Conference Justification Toolkit

Controlling 2013 Justification Tips

Attending the Controlling 2013 conference is the most cost-effective way to excel at your job and build a successful SAP career. This document provides you with tips and a draft letter to present to your manager for approval.

Attending Controlling 2013 will benefit your professional training and your company's SAP challenges by providing you with:

- Presentation material from more than 35 breakout sessions
- Structured and unstructured networking with SAP Controlling peers and experts
- Post-conference ability to train and assist other team members using the knowledge you gained

Most managers care about the impact on the company's bottom line. When you submit a request to attend Controlling 2013, you'll probably hear "How much does it cost?" Prepare for this question with a list of estimated costs and justification for the expense as follows:

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Customizable Request Letter for Manager's Approval

I would like to register to attend SAP Controlling 2013 conference September 22-25, 2013 at the Westin San Diego, CA. Focused training on all aspects of SAP Controlling will be provided.

Controlling 2013 offers 35 sessions and four breakout rooms. I will be able to attend sessions that directly apply to my ongoing projects at our company. Many sessions will offer tips and strategies that I can implement upon my return. Some sessions that are particularly relevant include <insert 2 or 3 session titles>. In addition, I will have access to all conference presentations and will be able to train and assist our staff members using the knowledge I gain. Many presentations provide information on how to reduce project time and costs, and also offer tips and techniques on how to get the most out of the SAP Controlling module.

In addition to the valuable content, I will be able to network with participants from other companies. More than 90% of attendees at the conference in 2012 were SAP customers. Networking with them will provide an excellent opportunity to discuss solutions to problems, issues, and best practices.

Controlling 2013 sessions are led by well-known experts and thought-leaders in the community. By attending sessions I can form lasting connections with experts and end-users.

Estimated costs

Conference Registration:

- Full Conference -$1,900 (Register by 7/13/13 for early bird rate)
- Conference Only -$1,400 (Register by 7/13/13 for early bird rate)
- Conference + Pre or Post-Conference Day - $1,650 (Register by 7/13/13 for early bird rate)

Airfare: [insert estimated roundtrip airfare to and from your home city here]

Hotel: [insert hotel estimate ($166 + tax x # of nights) here]

Controlling2013 provides a rate of $166/night + tax at the Westin San Diego. The group rate will be available until September 1, 2013, or until the block is filled.

Food: [insert food estimate here]

Note that breakfasts and lunches are included in the conference registration fees.

Miscellaneous: [insert any miscellaneous costs such as taxis, etc. here]

Note that a free shuttle is provided by the Westin from the San Diego airport to the hotel.

Attending Controlling 2013 will be a valuable experience that would greatly benefit my performance and provide an excellent opportunity for training. Thank you for considering this proposal. Please let me know if there is any additional information I can provide to help make your decision.

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