# myOneFlow FlowCon ’24 Executive Approval Letter

Dear [Manager's Name],

I am writing to request your approval to attend Empyra’s FlowCon 2024, the annual user summit for myOneFlow, scheduled from December 8th-10th in Dallas, TX. This summit is the premier event for engaging with fellow myOneFlow users, industry leaders, and product experts, offering a unique opportunity to enhance our use of the platform and drive substantial benefits for [University/Institution's Name] and our [participants/learners/clients].

The summit promises a wealth of opportunities for professional growth and institutional advancement:

1. **Networking and Collaboration**: Engage with myOneFlow super users and industry professionals in adult ed, workforce development, and apprenticeship, fostering connections that could lead to innovative strategies and partnerships.
2. **Hands-On Training and System Audits**: Participate in in-depth training sessions and 1:1 system audits, ensuring we leverage myOneFlow's full capabilities to improve our processes, maximize our ROI, and help our users get the most benefit from the platform.
3. **Insights into New Features and Industry Trends**: Gain firsthand insights into upcoming product features and industry trends through keynote presentations, product sessions, and panel discussions.
4. **Comprehensive Support and Learning Environment**: Benefit from an in-person help desk, feature deep-dives, and personalized support sessions that cater to our specific needs and challenges.

FlowCon also offers practical benefits, including four complimentary meals which further enhance the value of this investment.

**The registration fee is $100 until 10/31 and then increases to $150. myOneFlow is offering a discounted block in the hotel with rooms available for $109/night.** Accounting for travel and accommodation, I estimate the total cost to be [insert total cost]. I strongly believe that attending FlowCon24 represents a strategic investment in my professional development and our institution’s growth. I look forward to sharing the insights and strategies gained to elevate our efforts upon my return.

Thank you for considering this request. [Here is a link to the registration page](https://www.myoneflow.com/flowcon) with event info, hotel info, and agenda.

Best regards,

[Your Name]