

User Group Attendance Business Justification

Dear [First Name]

I would like to request approval to attend the Ready Education annual user conference - Ready Inspire - taking place on Monday, July 7th - Wednesday, July 9th, 2025 in Orlando, Florida.

The conference is expected to have over 200 educational institutions in attendance to hear product updates from Ready Education as well as share their own experiences using Ready Education solutions. The product roadmap will also be presented at this in-person event and new features benefitting both administrators and students will be shared, along with opportunities for feedback. The audience for this event will be the administrators of their Ready Education platforms across various peer institutions.

By attending the conference, I'll have the opportunity to learn about product updates and improvements from the Ready Education team. Additionally, I'll attend educational sessions and peer-led sessions on how other institutions use the platforms to support student engagement and success. I will also gain valuable training on current features and new enhancements. Moreover, the conference will provide many networking opportunities to connect with fellow attendees and learn about real-world use cases from people in similar positions. Finally, I look forward to the opportunity to share any feedback our team has directly with the Ready Education team.

Attending Ready Inspire will incur additional costs, however I feel the benefits of my attendance make it a worthwhile investment. I plan to focus on the following priorities during the conference:

- 1.
- 2.
- 3.

My expected costs for attendance are below:

Registration: \$600 (early bird rate - covers most meals during the conference)

Transportation: \$

Lodging: \$

(The negotiated discounted conference rate is \$234 per night)

If you have any questions, please let me know.

Best wishes,