**Memo:** Request for Approval to Attend Alliance from March 29 – April 1, 2020 in Philadelphia, PA

**To:** (Manager’s Name)

**Submitted By:** (Your Name)

**Date:**

I would like to draw your attention to the great professional development, information sharing and networking opportunity at the Alliance 2020 Conference. It is important that we stay current on the opportunities and challenges presented by the complex Oracle and other vendor applications that support our critical business functions. Below are the reasons why attendance at this conference would be of value to our organization:

* The conference is user-driven and has over 300 technical and functional sessions supported by technical code examples and handouts (all available to download after the conference), expert panels, and Oracle product updates.
* The sessions are based on the core applications and tools we utilize in our work on a daily basis including:
  + Academic Advisement
  + Admissions
  + Campus Community
  + Constituent Experience & Advancement
  + E-Business Suite
  + ERP/HCM Cloud
  + Finance
  + Financial Aid
  + Human Capital Management
  + Innovations/New Technologies
  + Project & Change Management
  + Public Sector
  + Student Financials
  + Student Records
  + Student Cloud
  + Technical & Reporting
* Like every year, the Alliance 2020 Conference is a great value at the early bird registration rate for Institutional Members (only $925 USD). Other conferences with less to offer cost twice as much.
* With over 3,000 in attendance at the conference, it provides the opportunity to network and establish valuable contacts with other professionals, peers and vendors.
* Registration will open on November 6, 2019. Signing up before January 10, 2020, will save $400 off the regular registration rate!

Alliance 2020 provides opportunities for deep and specific training for staff along with a broad range of conference sessions.

Thank you in advance for considering this valuable opportunity. If you have any further questions, please visit the link below to find out more: [www.alliance-conference.com](http://www.alliance-conference.com) or contact [support@alliance-conference.com](mailto:support@alliance-conference.com).