

Coupa Inspire 2017 – Proposal to Attend

To:

From:

Re: Coupa Inspire 2017 London, Proposal to Attend

I am seeking approval to attend Coupa Software's fourth annual industry conference, [Inspire](#), on 17-18 October 2017 in London, UK. Each year Coupa builds upon the previous year's event with more content, more product innovations, more attendees and more real proof of customer success. With 1.5 days of in-depth learning and collaboration, Coupa Inspire will bring together industry thought-leaders from around the world.

Industry Sessions

The conference agenda is being finalized, but it is certain to include morning main stage presentations by Coupa Executive Members, Global Partners, Customer Success Panels and Inspiring Keynotes, to be announced. The afternoon will follow with breakout presentations by actual Coupa customers sharing their best practices. Last year, topics included:

- The Journey to Efficient Procurement
- Global Deployment Success without Business Disruption
- The Rise of P2P Solutions in a Postmodern ERP World
- The Coupa Organic Platform from A to Z

Hands-on Training

Customers receive a full day of hands-on training at the conclusion of Inspire. The training is classroom-style with the Coupa experts. This year, the tracks will include:

- Customer Value Track
- Coupa Admin & Configuration Track
- Invoice Knowledge Track

Coupa Sponsors and Coupa Advantage Suppliers in Inspire Hall

This is a great chance to meet & network with other customers and pick up new ideas to drive more productivity from our Coupa deployment.

To ensure we're getting the most out of our Coupa investment, I'd like to specifically focus on finding solutions or best practices that could benefit the following projects:

- (Add your project here)

The total cost would be about €1,180 breaking down as follows:

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| • Airfare/Eurostar: | € 200 |
| • Hotel: (2 nights at €315) | € 630 |
| • Meals: (most are provided by the conference) | € 75 |
| • Transportation: (round trip taxi from airport to hotel) | € 100 |
| • Registration Fee | <u>€ 175 (50% early bird discount)</u> |
| • Total: | €1,180 |

I'm currently working on ways to keep expenses to a minimum, including getting a good deal on airfare, registration discounts, and hotel discounts. I'll submit a post-conference report that will include an executive summary, major takeaways, tips, and a set of recommendations to maximize our current investment in Coupa. I can also share relevant information with key personnel throughout the company.

Thanks for considering this request. I look forward to your reply.

Regards,