

Hello [Your Manager's Name]

I'm requesting approval to attend Northstar's 2025 Annual User Conference being held in conjunction with HFTP on October 20th & 21st at Rosen Centre Hotel, Orlando, Florida 32819

The conference is projected to have management representation from over 200 clubs attending from the Global Northstar Community

Top 3 reasons I would like to attend:

- Knowledge Enhancement - The conference offers a diverse range of sessions which will provide me with insights & strategies that can be directly applied to enhance the efficiency and productivity of our club's operations and member experience.
- Networking Opportunities - The conference will bring together professionals from various clubs and organizations, fostering valuable networking opportunities giving me the chance to exchange ideas, learn from peers, and establish connections that can be beneficial to our club's growth.
- Professional Credits: Importantly, this conference is being held in conjunction with the HFTP Annual Convention that will allow me to earn credits from esteemed organizations such as HFTP, CMAA, and PGA. These credits demonstrate my commitment to continuous professional development and industry knowledge.

Following my return, I can debrief the team by sharing best practices and new insights, key takeaways, and suggested action items for improving the way we work.

Conference Overview

The Northstar User Conference includes 2 jam-packed days of keynotes and breakout sessions covering product education, 1:1 time with Northstar experts, new partner offerings, and technical deep-dives

Costs

Attending The Northstar User Conference is an efficient way to help maximize our investment in Northstar and ensure that we are maximizing value from the software. I'm estimating the total cost to attend at \$ **495/-** (see breakdown below).

Description	Estimated Cost	
	Early Registration Fee Sep 1st 2025	Late Registration Fee Oct 6th 2025
Conference Fee - Single Attendee	\$495	\$575
Airfare Average Cost	\$350	
Airport - Hotel - Airport	\$50	
Hotel: 2 Nights At The Discounted Conference Rate of \$195 + Taxes	\$390 + Taxes	
Meals (Oct) : Northstar provides Breakfast, Lunch, Break Services & Cocktails	\$0	

Thank you for considering my request, and I look forward to your reply.