

Hello [Your Manager's Name]

I'm requesting approval to attend Northstar's 2026 Annual User Conference being held on October 19th & 20th at The Roosevelt New Orleans, LA 70112.

The conference is projected to have management representation from over 100 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 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 keynote sessions, 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 \$ 1,509/- (see breakdown below).

| Description                                                                   | Estimated Cost                          |                                       |
|-------------------------------------------------------------------------------|-----------------------------------------|---------------------------------------|
|                                                                               | Early Registration Fee<br>Aug 14th 2026 | Late Registration Fee<br>Oct 6th 2026 |
| Conference Fee - Single Attendee                                              | \$499                                   | \$575                                 |
| Airfare Average Cost                                                          | \$400                                   |                                       |
| Airport - Hotel - Airport                                                     | \$72                                    |                                       |
| Hotel: 2 Nights At The Discounted Conference Rate of \$269 + Taxes            | \$538 + Taxes                           |                                       |
| Meals (Oct) : Northstar provides Breakfast, Lunch, Break Services & Cocktails | \$0                                     |                                       |

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