



Hi [INSERT NAME]

I'm writing to ask for approval to attend the **2024 Government Contract Pricing Summit (GCP Summit)** which takes place in person **June 11-13 in San Diego, CA.**

This year's theme is ***"Forging Trust: Strengthening Partnerships in Government Contract Pricing."***

The GCP Summit attracts federal contract pricing and compliance professionals from government and industry to meet, grow professionally, and collaborate on solutions for more efficient acquisitions. As an attendee, I will hear from top Department of Defense and industry leadership on how our jobs fit into the bigger picture of national defense. The GCP Summit is designed to create a community where buyers, sellers, auditors, and solutions providers come together to learn from one another.

This is a fantastic opportunity for me to gain invaluable knowledge and help us improve our day-to-day proposal operations. By attending the 2024 GCP Summit, I will have the opportunity to:

- **ATTEND:** Up to 11 breakout sessions on Pricing Policy & Compliance, Tools & Techniques, and Proposal or RFP Management — all led by experts from government and industry.
- **HEAR:** From top government and industry leadership on trending topics within government contract pricing.
- **LEARN:** How contractors and federal agencies are using innovative solutions to speed up proposal pricing, negotiations, and time-to-contract.
- **NETWORK:** Meet one-on-one with peers, customers, and partners to understand how others overcome proposal and contract pricing challenges.
- **TRAINING:** **[Be sure to include this one if you are a ProPricer customer]** Get firsthand ProPricer training in a classroom setting, and schedule 1-on-1 meetings with ProPricer's experts (based on availability).
- **EDUCATION:** Receive a certificate for training hours based on session participation that can be used to claim continuing education credits (CEUs).

Below is an estimated cost breakdown to attend the 2024 GCP Summit:

EXPENSE	ESTIMATED COST
REGISTRATION Fee ranges from \$995 to \$1,395 depending on registration type and Tier time period	[\$ Insert Cost]
AIRFARE	[\$ Insert Cost]
TRANSPORTATION Complimentary airport shuttle service to and from San Diego International airport from 4:45am – 12:00am.	[\$ Insert Cost]



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<p>The hotel offers self-parking, discounted for Summit attendees who have reservations in the group room block.</p> <p>Daily Rate: \$24.00 for the 1st hour, \$8.00 each additional hour, max \$37.60 Overnight: \$37.60</p>	
<p>HOTEL ROOM (Special Group Rate) \$259.00 Room Rate Per Night \$230 Govt. Room Rate Per Night \$16.91 Daily Resort Fee (includes tax) \$32.89 Daily Tax (12.7%)</p>	<p>[\$ Insert Cost] Per Night X [Insert #] Nights [\$ Insert Cost] Total</p>
<p>MEALS Registration Includes:</p> <ul style="list-style-type: none"> Daily Breakfast & Lunch (3 Days), Welcome Reception, Farewell Dinner with Entertainment, and After Party 	<p>[\$ Insert Cost]</p>
<p>TOTAL ESTIMATED COST</p>	<p>[\$ Insert Cost]</p>

For more information on the 2024 GCP Summit, please visit www.gcpsummit.com.

I can schedule a post-conference meeting with you to provide a summary of the major takeaways and tips I learned and can share relevant information with key personnel throughout the company.

Thank you for your consideration of my request. I look forward to your reply.

Best regards,

[NAME]
 [TITLE], [COMPANY]