**Request to Attend JupyterCon 2018 in New York**

Dear [Approving Manager],

I am writing to request your approval to attend [JupyterCon](https://conferences.oreilly.com/jupyter/jup-ny), taking place August 21-24, 2018 in New York. This event is the single most important gathering of the Project Jupyter core team and other experts in collaborative, open source data science. It covers all the skills, tools, and business strategies necessary to succeed with Project Jupyter tools. You can view the agenda [here](https://conferences.oreilly.com/jupyter/jup-ny/public/schedule/presentations).

At JupyterCon, I’ll find out how some of the world's most successful companies are using this immensely powerful platform for sharing and communicating data analysis—and how we can apply what they've learned to [our company]. I’ll learn how to implement the latest Jupyter architecture and technologies such as JupyterHub, JupyterLab, nbconvert, and IPython. And I’ll discover new analytic approaches and useful tips that may help us become more efficient, more effective, and rely less on outsourced expertise.

Many of the presentations at JupyterCon are clearly aligned with our goals—or specifically address some of our biggest challenges. I plan to attend the following sessions and report back on my findings:

[List Titles of Sessions and/or Tutorials you plan to attend]

The [Platinum and Gold passes](https://conferences.oreilly.com/jupyter/jup-ny/public/register) include access to a rich variety of in-depth learning opportunities, sessions, and keynotes, as well as networking activities, receptions, and the Sponsor Pavilion. The Video Compilation that I can review with others and the 90-day [Safari](https://www.safaribooksonline.com/) membership included in the pass will provide additional learning resources even after the conference ends.

I plan to return with both valuable and actionable insight on how to apply developments in Project Jupyter technology to our organization. I would appreciate your approval as soon as possible in order to maximize both conference and travel discounts.

Sincerely,

[Name]

[Title]