Subject​: Business Case for Attending SeleniumConf Chicago 2023

Hi [Name of Supervisor]​,

I’m really interested in attending SeleniumConf Chicago 2023, the Selenium user conference taking place on March 28-30, 2023 in Chicago, Illinois (www.seleniumconf.com). Selenium is the open-source standard for automating browser interaction and automating software testing, and I believe attending will be beneficial not only for my own professional development, but also for the development of our software delivery team as a whole. I'm providing this business case to seek approval for a budget to cover the costs of the conference ticket, travel, and accommodation.

**Conference Details**

* [SeleniumConf Chicago 2023](https://seleniumconf.com/)
* The 2-day conference is on March 29-30, 2023, with optional full-day workshops on Tuesday, March 28, 2023.
* The conference will be held at the [voco Chicago Downtown | Holiday Inn Chicago Downtown – Wolf Point](https://seleniumconf.com/#venue) in Chicago.

**Projected Expenses**

* Registration - $699 *(or replace with $1,099 for a Conference + Workshop ticket. Check the conference website to make sure ticket prices are current)*
* Transportation – add your [roundtrip airfare](https://www.google.com/travel/flights?tfs=CBwQARojagwIAhIIL20vMGQ2bHASCjIwMjMtMDMtMjhyBwgBEgNPUkQaI2oHCAESA09SRBIKMjAyMy0wMy0zMXIMCAISCC9tLzBkNmxwcAGCAQsI____________AUABSAGYAQE), [train](https://www.amtrak.com/home), [rental car](https://www.kayak.com/cars) or [mileage reimbursement](https://www.irs.gov/newsroom/irs-increases-mileage-rate-for-remainder-of-2022) expense
* Ground Transportation to the Hotel – Chicago Transit Authority (CTA) trains run from O’Hare International Airport (ORD) to downtown and cost $5.00 each way.
* Lodging – special conference rate of $239 per night at the voco Chicago Downtown or $219 per night for the Holiday Inn
* Meals – my conference ticket includes breakfast and lunch for each day I attend, conference only or conference + workshop, and I estimate my travel day and dinner expenses to be $---.

**Reasons for Attending**

* **Practical and Actionable Automated Testing Content** – Selenium, WebDriver and automated testing experts from around the world will share their experiences, how-to advice, and lessons learned.
* **World-class Training** – the optional pre-conference workshop day will be led by Selenium Core Committers and other automated testing experts. Day long sessions include “Selenium Deep Dive”, “Advanced Appium 2.0”, “Driving Observability with Selenium Grid 4” and “State Model Based Testing Using Selenium”.
* **Networking Opportunities** - with 500 attendees projected to attend SeleniumConf, this small setting means there will be plenty of opportunities to meet and network with speakers, Selenium and WebDriver project leads and committers, and other attendees.

Many of the training courses, tutorials, and sessions at SeleniumConf are clearly aligned with our goals, or specifically address some of our biggest challenges. I can learn how to do more with less, including ways to manage testing costs and increase revenue and production, while still bringing a quality product to market. Here are a few of the sessions I would like to attend:

1. [Titles of Sessions and/or Tutorials you plan to attend]
2. [Titles of Sessions and/or Tutorials you plan to attend]
3. [Titles of Sessions and/or Tutorials you plan to attend]

Attending the sessions above would especially help me on these company projects:

1. [Add a project or initiative]
2. [Add a project or initiative]
3. [Add a project or initiative]

I plan to return and share with the team valuable and actionable insight on how to apply test automation best practices to our business. I would appreciate your approval as soon as possible in order to maximize both conference and travel discounts. Thank you for considering this request. I look forward to your reply.

Regards,

[Your Signature]