



Hello [MANAGER'S NAME],

I'm requesting approval to attend Empower 26, Quickbase's largest annual flagship event, May 19-20 in Houston, Texas.

For 2 full days, Empower 26 will offer:

Hours of education with 30+ sessions on: AI and machine learning, pipelines and integrations, connecting back office to front office, adoption and governance, change management, value realization, and more. Best practices and techniques from top industry leaders. With 1,000+ attendees expected, I can network with people in similar roles, share insights, and learn from industry leaders. Access to Quickbase Product Team. Opportunities for me to get specific, technical questions answered directly by Quickbase experts.

Additionally, the conference offers a full day of pre-conference training and certification exams, providing hands-on learning that I can bring back and share with the team. This training is an add-on purchase but is something that will uplevel our use and effectiveness of Quickbase. After the event, I'll share all major learnings and recommendations with our team, so we can get more out of the Quickbase product.

Here's an estimated cost breakdown:

Airfare: \$

Transportation: \$

Hotel (\$ per night): recommend 3 nights: \$

Registration Fee: \$999, if I register before 1/31/26

Total: \$

You can find more details about Empower at quickbase.com/empower but let me know if you have any questions.

Thank you for considering this request. I look forward to your response.

Best Regards,
[YOUR NAME]

quickbase.com/empower.com