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Sample Justification Letter

To: [Your Manager]

Subject: Why I should attend CommunityLIVE

Dear [Manager],

I'd like to request approval to attend CommunityLIVE, Hyland's premier content services event, taking place in Cleveland, Ohio – the home of Hyland's headquarters. This is an invaluable, once-a-year opportunity to extend our technology investment and help our organization meet our goals for 2019 and beyond.

In its 19th year, CommunityLIVE has grown to 2,700+ attendees, many from the [our industry] industry, sharing best practices and success stories.

This targeted professional development opportunity allows me to:

- Tailor my training from an agenda of hundreds of educational sessions
- Explore the newest features and functionality of the software at dozens of hands-on user stations
- Engage one-on-one with developers and technical support staff as well as Hyland leadership
- Strengthen and continue to build my group of resources that I can call upon for insight and guidance when we face challenges or need to grow our own solutions

I'm happy to submit a post-conference report to you and our key personnel in [my department] and [the executive team], listing major takeaways, user tips and a set of recommended actions to help us maximize our investment in [OnBase, ShareBase, Perceptive products, OneContent, and/or LawLogix products].

I'm happy to submit a post-conference report to you and our key personnel in [my department] and [the executive team], listing major takeaways, user tips and a set of recommended actions to help us maximize our investment in [OnBase, ShareBase, Perceptive products, OneContent, and/or LawLogix products].

Below is an approximate breakdown of the costs for CommunityLIVE.

Airfare	[\$[INSERT]]
Hotel (# nights at daily rate + tax)	[\$[INSERT]]
* Registration fee	[\$[INSERT]]
Total:	[\$[INSERT]]

Conference pass options include all keynotes, lunches, and meals at industry-specific events and receptions:

CommunityLIVE Five BEST VALUE – includes all five days of CommunityLIVE

CommunityLIVE – includes the main conference Tuesday-Thursday

Hands-on Technical Training – IT and admin staff can meet project training and certification requirements, Sunday-Monday only

*If I register by June 28, 2019, I'll receive the lowest registration rate offered.

Thank you in advance for considering this request. Please let me know if I have your approval to attend this valuable event, as the earlier I make my travel arrangements, the more cost-friendly they will be.

Regards,

[Insert signature]

WHO SHOULD ATTEND?

With industry-based sessions offering vertical-specific content and customer success stories, CommunityLIVE attendees come back year after year to gain invaluable insight.

Business End-users

From hands-on product training to hundreds targeted sessions, end-users will tap into the latest expertise on OnBase, ShareBase, Perceptive portfolio, OneContent and LawLogix.

System and IT Administrators

Renew certifications and attend technical sessions that help you provide immediate value to your organization. And, Self-paced Labs let you learn new skills at your own pace and schedule.

Managers and Executives

Develop your business strategy, innovate with Hyland executives and hear industry-focused customer success stories. Thought-provoking strategy sessions will help you identify ways to expand your solution and guide you through digital transformation.

Industries served:

Financial Services
Credit Unions
Government
Healthcare
Higher Education
Insurance
Manufacturing
Retail
Other industries

With the ever-changing tech landscape, there's always something new to learn about how to leverage Hyland's products and services:

OnBase[®]
by Hyland

ShareBase[®]
by Hyland

Perceptive Portfolio

OneContent[™]
by Hyland

LawLogix[™]
by Hyland

Hyland[®]
Global Services

PRICING

If eligible, discounts may be combined.

Early bird – Save \$300 if registered by June 28, 2019.

Alumni — Save \$200 if you attended CommunityLIVE 2014- 2018, or Inspire 2017. (If the discount does not automatically apply at registration, please contact CommunityLIVE@Hyland.com for assistance).

Group 3+* — Save \$200 per person when registering three or more paid attendees at the same time for the same conference pass type (CommunityLIVE Five, CommunityLIVE, or Technical Training).

Group 10+* — Save \$400 per person when registering ten or more paid attendees at the same time for the same conference pass type (CommunityLIVE Five, CommunityLIVE, or Technical Training).

International — All non-U.S. registrants receive a discount off the current pricing. Simply select a non-U.S. country at the time of registration. The discount applies to the conference registration only and does not apply to guest fees, hotel, or airfare.

* Please note: If you are registering multiple people online, in order for the automatic discount to work properly, all registrants must have the same admission item. If not, please contact CommunityLIVE@Hyland.com for a manual code to register everyone separately.

AFTER THE CONFERENCE

Share what you've learned! Here are some tips for taking action after you return from CommunityLIVE:

Consider your audience. Is your IT department custom-coding applications from scratch? Communicate how they can leverage the OnBase or Perceptive platform. Is Legal struggling with processes? Tell them about the latest in Workflow. Does your CIO stress about secure file sharing? Explain what you learned about ShareBase. Plan ahead to anticipate how the knowledge gained at CommunityLIVE can apply to stakeholders at your organization.

Leverage resources. Visit the CommunityLIVE group on Hyland Community for session presentations, the "Best of CommunityLIVE" webinar series, demos and more.

Involve your account manager. Your Hyland account manager can provide tips and talking points to help you communicate the value of what you've learned.

Keep learning. OnBase and Perceptive product users can stay up to date on the latest enhancements, renew certifications and find out about other events at Training.Hyland.com.

What CommunityLIVE 2018 Attendees have to say

“The only tech conference where I get the perfect mix of exciting new developments, education on how to maximize the functionality I already own and networking with users in my industry and throughout the world! Love it!”

Laurie Mordick, Ace Hardware Corporation

“CommunityLIVE is an extension of Hyland's mission; it's the right place to connect with the right people at the right time, to continue delivering the solutions and services that our customers need!”

Mike Current, DataBank, IMX

“The hands on training is invaluable! I always come away with a mile long list of ways to improve our solution and build new projects.”

Rosemary Savoia, University of the Arts

“While Hyland goes to great lengths to make this an enjoyable event, it is also very inspiring, intense and educational. I returned with information on how to keep our installation healthy, and with ideas on how to use our OnBase tools to increase productivity and efficiency. Boom!!”

Craig Quesnell, Cincinnati Metropolitan Housing Authority

“CommunityLIVE is the BEST conference I have ever attended! The Hyland people have perfected the art of helping you and never making you feel like you are bothering them or asking them a silly question. They are always super nice while teaching people the amazing products Hyland has to offer.”

Amanda Williams, Dawn Food Products

“I love going to CommunityLIVE because I get to meet so many users from many different industries. I expand my knowledge and use of the platform by these interactions and I've even become aware of companies in my own area using OnBase that I didn't know previously!”

Michael Schrottenboer, Wisconsin Physician Services

“A great learning experience and opportunity to connect with peers and share knowledge and expertise.”

Kamal Shaath, KOM Software

SAMPLE AGENDAS

As you plan your CommunityLIVE experience, consider sample agendas as your guide. With sessions specific to your role and solution, you'll connect with content that is most valuable to you.

Sample agendas are available for the following roles:

IT Professional

Business Professional

Perceptive Attendee

Project Manager

HR Professional

Finance Professional

Executive

First-time OnBase Attendee

Business Analyst

WorkView | Case Management Professional

Workflow Administrator

System Administrator

To download the sample agenda that suits you best, visit CommunityLIVE.com/Explore-by-role