



Subject: Finalsite University Taipei 2025 Attendance Proposal

Dear *[Decision Maker Name]*,

I would like to represent our school at [Finalsite University Taipei 2025](#), taking place on 27 - 28 February 2025 at Taipei American School.

The conference offers two days of hands-on sessions led by Finalsite experts, industry leaders, and peer schools, along with opportunities for one-on-one meetings with the Finalsite team.

As you know, enrollment is critical to our school's success, and this event will provide the latest strategies for aligning admissions and marketing to drive inquiries, applications, and enrollment. It's an excellent opportunity for me to further develop my skills, strengthen our brand, and enhance our online presence.

By attending, I will:

- Participate in live sessions on digital marketing, enrollment strategies, community engagement, and Finalsite product training.
- Meet with a client success manager and Finalsite training staff to advance key projects and strategies.
- Learn from leading international school marketers.
- Network with peers to discover best practices and new ideas for improving our efforts.

Attending this conference will especially help me on these projects:

- *[Enter your department or school's project initiative here]*
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Here is an appropriate breakdown of the cost:

Airfare/Travel:

[Enter approximate cost]

Hotel:

Finalsite University Taipei has negotiated a room rate at the Aloft Hotel for approximately \$130 (USD) including breakfast.

Attendance Costs:

If I book before 16 December, I can lock in the early bird price of \$400 and after it will be \$500 (USD). Additional team members are discounted to \$200 under the early bird pricing.

Please note that this price includes all sessions, lunch, snacks, and dinner on the first night.

Finalsite Training

For team members who need additional training, a beginner training day has been set up for 26 February and costs \$200.

Total cost to attend: \$[Enter approximate total]

I'd like to register for a ticket early before the price goes up. I'll be sure to share all session presentations when available, major takeaways, tips, and pictures from the conference.

Thank you for considering this request.

[Add your standard sign off]