**REQUEST TO ATTEND SYNERGY FORUM 2016**

Dear [NAME],

I have been invited to attend the **2nd annual Synergy Forum**, presented by Cognitio’s CTOVision – a subscriber based research and analysis newsletter on disruptive technologies that provides mission-impacting, actionable information. The Synergy Forum will be held on Tuesday, October 4, 2016 at the Renaissance Washington, DC Downtown Hotel.

*The full-day educational conference is complimentary for government employees.* The conference provides in-depth discussion and analysis on technology trends, innovation and their impacts on big data, cybersecurity and cloud computing in the context of enhancing mission outcomes. The sessions will examine topics ranging from investing in innovation to adopting the technology and process required to overcome legacy issues that inhibit progress.

The conference meets the Office of Government Ethics (OGE) 5 CFR Part 2635.204(g) as a “widely attended gathering” and training criteria as stipulated under OPM:

* Purpose of The Synergy Forum 2016 is educational and instructional
* More than half of the time is scheduled for a planned, organized exchange of information
* The content is germane to improving individual and organizational performance
* Development benefits will be derived through executive attendance

The **Synergy Forum** program is composed of keynote presentations, panel discussions, technical breakout sessions and networking opportunities with more than 400 federal and commercial sector IT and management professionals. Audience make-up includes General Officers, CXOs, Lt. Colonels and above, directors, chiefs, network analysts, security engineers, architects, program and project managers from government (Federal Civilian, Defense and Intelligence agencies, Armed Forces) with CXOs, chief evangelists and architects from industry.

Through my participation, I will be able to apply what I learn to my work and to [AGENCY] with the objective of fostering better inter-agency communication among key stakeholders, share lessons learned and best practices, identify mission-critical IT issues, improve accountability and increase engagement with industry to achieve cost savings and operational efficiencies.

By attending The Synergy Forum, I also will receive Continuing Education Credits (CEUs) from CompTia in the following areas:

* The connections between cyber and physical domains
* Future directions, policies and deployments of Internet of Things (IoT) environments
* Game-changing, disruptive technologies to enhance the mission impact across multiple sectors – law enforcement and public safety, transportation, healthcare, energy, financial services, national security
* Evaluation of technology trends for the enterprise-level IT decision-maker
* How to modernize legacy systems with optimal return of investment

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

Sincerely,

[SIGNATURE]