To:

From:

Subject: GPU Technology Conference 2020 Proposal

**[Supervisor name],**

As we are looking deeper into accelerating our work around \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_, I came across an opportunity I think could be advantageous for increasing our knowledge and approach.

I’ve been researching [NVIDIA’s GPU Technology Conference (GTC)](https://www.nvidia.com/en-us/gtc/) and found they have a particularly powerful set of sessions on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ this year.

According to *Forbes* “If you are interested in AI and ML, GTC is the place to be whether you are a developer, a data scientist, or a business person.” This conference has multiple benefits not available with many, if any, other AI events:

* 600+ sessions on dozens of topics - Here are a few I’ve targeted that could help us advance:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Hands-on trainings - I can get hands-on trainings from Deep Learning Institute certified instructors. There are intensive all-day workshops on Sunday, March 22 plus a variety of 2-hour trainings throughout the week. These sell out in advance.
* “Office hours” with NVIDIA engineers and researchers. These “Connect with the Experts” sessions feature direct 1:1 time with experts on specific challenges; this could save us substantial money and time avoiding trial and error.
* A massive exhibit hall - loaded with the latest innovations where I can evaluate critical solutions available on the market under one roof.
* Other networking opportunities - There will be many other opportunities to connect with people doing important work in poster sessions, exhibits and more with organizations like \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  One conference pass will get me into all of these events.

The points above are summarized in this [two-minute video](https://www.youtube.com/watch?v=9K9We5mZY9w&list=PLZHnYvH1qtOa_0ScP_Zif7ICR1ABryFTZ).

GTC takes place March 22 - 26 in San Jose (March 22th features all-day workshops).  Food is included with a conference pass, and San Jose airport is 4 miles from the venue.  I can take advantage of early rates through Feb. 13 so cost will be reasonable.

Thanks for considering this. I’d like to register to take advantage of savings early, so if you’d like to discuss further or need clarification just let me know.  I’m happy to summarize and share key takeaways from GTC with the team to maximize ROI.  I look forward to your reply.

Sincerely,  
<Your name>