



***Adaptable email/letter to help convince your boss and justify the expense of attending Arize:Observe at Shack 15.***

**((NAME)),**

I have been invited to attend an AI engineer-focused event hosted at Cerebral Valley's Shack 15 in San Francisco.

The conference is one intense day of training and cutting-edge research presentations — all with a stated agenda of helping us better evaluate and deploy generative AI.

At \$500, it's less expensive than is typical for conferences of this caliber — and jam-packed into one day instead of spread out over several as a courtesy to folks like me that have deadlines!

Can I expense this? Here's more detail on the event:

<https://arize.com/observe-2024/>

There are a lot of sessions that are directly applicable to my work and to **((COMPANY NAME))**. The speaker list is a who's-who of foundation model creators, open source tool builders (including multiple ones we use and are assessing), and researchers. Speakers running workshops include OpenAI, Anthropic, Google (Gemini team), Meta AI (Llama team), Microsoft (Phi-2 team), Mistral, LlamaIndex, PromptLayer, Discord, Lowe's, NATO, Wayfair, UC Berkeley, Stanford, UC Berkeley and others.

**[IF NOT BAY AREA BASED]** I calculated lodging and travel, which would bring the total costs per our expense policy to approximately **((ESTIMATE COST))**.

Additionally, I will submit a post-conference report that will include key takeaways and a set of recommended actions.

Thanks,

**((YOUR NAME))**