

Dear [insert Manager's Name],

I would like to please request your approval to attend the FS-ISAC EMEA Summit, 1-3 October 2018, in Amsterdam.

[Firm's] FS-ISAC membership provides us with effective peer-to-peer information sharing, which supports us in protecting our organisation. The Summits are an integral part of our involvement with FS-ISAC.

By engaging with a network of other financial institutions who are also challenged by cyber and physical attacks and incidents, we maintain an active, ongoing awareness of emerging threats and trends. By collectively monitoring malicious activity, and through actively sharing information as part of a well-connected community, we have a better chance of staying ahead of the criminals and benefiting from the cutting edge of best practice development.

FS-ISAC Summits facilitate the sharing of strategies and techniques for how to best use our resources to protect ourselves from threats and attacks. Attendees learn from each other about preventing and managing attacks, building security strategies, all of which enable us to reduce our business risk from cyber and physical threats.

The EMEA Summit provides a range of closed-door, confidential sessions, interactive workshops, senior management and subject matter expert presentations, and intelligence analysis from respected practitioners. In addition, there will be a wide range of third party service providers, some of which we may already contract with. This allows us the opportunity to both touch base with existing suppliers and also see what is new to market to bring back to SME teams within our business.

The approximate cost of my attendance at FS-ISAC EMEA Summit from 1 October through 3 October is as follows:

Airfare: [Fill in with current price]

Hotel (3 nights at €240 /night plus tax): €720 for 3 nights (plus tax)

Conference: \$0 (Premier and above members)

Total: [Fill in based on airfare]

FS-ISAC Summits further the common goal of protecting our company's brand, customers, intellectual property, and the data that has been entrusted to us. It is imperative that our organization send a representative to the upcoming FS-ISAC EMEA Summit to learn, share and collaborate with peers.

Thank you in advance for your consideration.

Regards,