TO:

FROM:

RE: 2019 FIDELITY STOCK PLAN SUMMIT

Dear *[First name]*,

I would like your approval to attend the 2019 Fidelity Stock Plan Summit in Austin, TX from April 30 – May 2**.** The Stock Plan Summit is an exclusive event focused on what companies and equity compensation professionals may want to consider in order to thrive in an evolving world and specialized industry.

The Summit will feature a broad range of industry thought leadership and professional development sessions within the theme of: Discover. Collaborate. Transform. The agenda is filled with exciting sessions, networking opportunities, and compelling content. I’ll be able to network with industry peers and to find out what they’re doing to increase the effectiveness of their equity programs, and connect with Fidelity leaders on issues that are important to us.

[FOR CEPs: A number of sessions are Certified Equity Professional continuing education-eligible, so this event will also help me stay current on CE requirements.]

There is no cost to register for the Stock Plan Summit – we would just have to cover travel expenses. The approximate cost of my attendance would be:

Airfare: $

Hotel: $

Transfers: $

Other expenses: $

Total cost: $

With your approval, I’d like to register before travel costs increase. After the Summit, I’ll share relevant information, learnings, and recommendations with you and other members of our organization to help increase the return on investment of my attendance.

Thank you for considering this request.

Regards,

*[your signature]*

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