

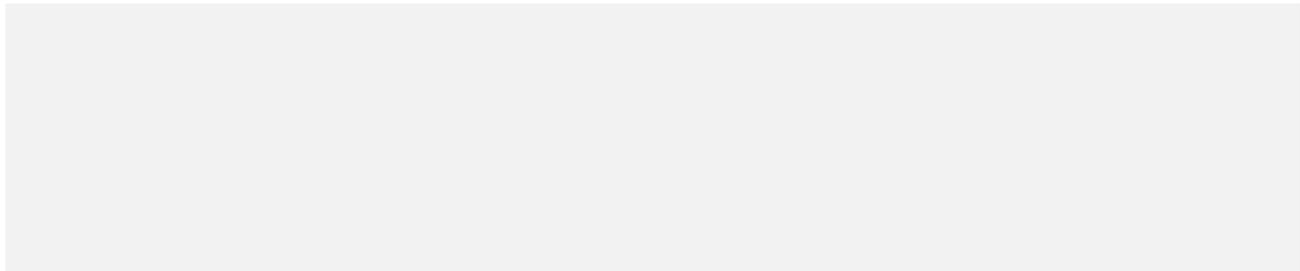
Inforum Nov 9–11, 2021 | CAESARS FORUM - Las Vegas, NV

Inforum is a two-and-a-half-day education event where Infor customers, partners, leadership, employees, and industry thought leaders come together to learn, exchange information and ideas, and help each other to excel in an ever increasingly connected business world.

This is a user education event that will empower me in my everyday role with insights about how to optimize the Infor solutions we already use. I will also be able to see what other tools or processes are available to achieve our specific business goals with efficiency. For these reasons, I would like to participate in this event.

I'd like to get your approval to attend Inforum, which is scheduled for November 9-11, in Las Vegas, Nevada at CAESARS FORUM. There's no other conference where I'll have such an opportunity to test drive innovative new technologies; attend sessions focused on our specific industry, products, and my role; join visionary sessions to learn about Infor's strategy; and broaden my network of peers. I'll gain access to experts from around the world—customers, partners, and Infor SMEs—to help build my skills and knowledge and maximize the value of our investment with Infor.

I'll be able to choose from hundreds of sessions, and tailor my schedule to get exactly the information I need. For example, I plan to focus on:



In addition to sessions, I'll be able to connect with Infor partners, see Infor technology demos run by the experts who helped build the products, and get hands-on training through the Academy sessions.

Here's what past attendees have said:

“Great learning experience and networking.”

“Strong educational opportunities, plus the chance to meet and network with potential solution providers.”

“Inforum offered many sessions that were helpful in discovering more about current products/modules that we are looking to implement.”

“High quality of speakers and presentations on all topics.”

This is the approximate cost of my attending Inforum:

	Early bird (Jun 15–Sept 15)	Regular (Sept 16–Nov 6)	On-site (Nov 7–11)
Airfare:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Hotel*:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Meals**:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Registration:	\$ 1,195	\$ 1,395	\$ 1,695
Other expenses:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Total cost:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

*Hotel rates, based upon availability, are valid until October 11, 2021 (\$129 avg per night, excluding taxes).

**Conference meals provided: 2 breakfasts, 2 lunches, 4 coffee breaks, and 2 receptions.

Thank you for considering this proposal and supporting my professional growth and our team. Upon your approval, I'll plan my travel and event details. The earlier I register for the event, the lower the price of registration. When I return, I will prepare an internal follow-up report so our entire team will benefit from this experience.

Name



Inforum 2021 Las Vegas Duty of Care

Overview of Infor policy and planning to secure a healthy and productive program
Policy as of June 15, 2021

The health and safety of our attendees is our #1 priority. We are committed to providing a safe and productive in-person learning environment for all attendees, speakers, and staff attending Inforum 2021 November 9-11 at CAESARS FORUM, Las Vegas.

Our Duty of Care is a living document that will continue to evolve, incorporating innovative features that will further enhance the on-site experience and safety for everyone in attendance.

Name badges and lanyards

- We will be providing an expedited on-site check-in process through:
 - Early and longer registration desk hours
 - Attendee QR code scanning to facilitate touchless check in, and mostly contactless pick up of credentials
 - Organized crowd management
 - Registration desk set up to limit on-site queuing

On-site medical

- Medical office staffed with EMTs and a Pandemic Compliance Officer
- COVID-19 Health Plan

Masks

- While wearing a mask will be optional, we will have disposable masks provided upon request or you may also bring your own mask.
- Infor Event staff, Security, Health, Production, and supporting staff will also be mask optional.

Hand sanitizer

- Hand sanitizer stations will be positioned throughout the meeting space.
- Best case scenario is to wash hands with soap and water as often as you can, as hand sanitizer is a temporary solution.

General Session and Breakout Session rooms

- During select hours, the general session, select breakout session rooms, and the Hub (the Expo) will be sprayed with general area ozone sprayers to clean the areas, with high traffic areas within these spaces wiped frequently.

In partnership with CAESARS FORUM:

- Breakfast, breaks, and lunches will be set up outside in the CAESARS FORUM Plaza area tents with seating for the best air flow and with plans to provide touchless service and distribution of food and beverages.
- Food will not be allowed into the CAESARS FORUM building from the breakfast or lunch functions, but self-contained beverages are allowed; the Welcome Reception on Tuesday night served in The Hub is the exception to this rule.

Inforum Duty of Care Policy June 2021

- Self-contained and sealed beverages will be provided as grab and go, both inside and outside CAESARS FORUM.
- We will be providing responsible food and beverage seating with some spacing for social distancing.
- There will be signage to reinforce some spatial distancing and other safety protocols
- Common areas like the foyers, registration check-in area, bathrooms, room doors, and door handles will be cleaned on a regular basis.

Post-event follow up

- Infor strongly recommends that you test for COVID-19 within 24 hours of your arriving home, and, as best you can quarantine until the results are confirmed.
- If you test positive, please notify Infor **immediately** at inforum@infor.com so we can activate our COVID-19 response protocols.

Personal Accountability Commitment

- By attending Inforum 2021 Las Vegas, you agree to abide by and engage in certain health and safety beneficial conduct while attending the event. This includes, but is not limited to, the protocols noted above inclusive of engaging in appropriate physical distancing and not attending the event if you are ill or have been recently exposed to COVID-19.

Should you have any questions on the above, please contact inforum@infor.com.