

SAMPLE LETTER TO MANAGEMENT

I would like to register to attend ELECTRIC POWER Conference 2017. This Conference will be held April 10th – 13th, 2016 at McCormick Center West in Chicago, IL.

ELECTRIC POWER Conference offers a variety of sessions, workshops, and courses at the conference and more than 200 exhibiting companies. I will be able to attend a number of sessions that directly apply to my ongoing projects at this organization and visit with numerous companies who can provide solutions catered to our unique needs.

Last year, attendees to ELECTRIC POWER answered a survey about their experience:

- 92% of those surveyed after last year's event stated that they are better at their jobs as a result of attending ELECTRIC POWER.
- 96% of those surveyed stated that their plant is safer as a result of attending ELECTRIC POWER.
- 98% of those surveyed found that ELECTRIC POEWR conference content and topics were relevant to the issues they're facing.

Many of the sessions will offer tips and strategies that I can implement upon my return. A few of the sessions that I am particularly interested in include <insert session titles>. I would like to attend these because I feel I will gain <insert learning objectives> and be able to implement the findings in <insert projects or departments that will benefit>.

This conference offers the best value in the marketplace for plant managers, operation managers, engineers, and others that work in the power generation industry. ELECTRIC POWER is the official event of POWER magazine, and it brings together more generating companies than any other event. I will be able to interact with thousands of power generation leaders, allowing me to make invaluable contacts for future problem-solving endeavors.

Sessions are led by some of the most well-known experts and thought-leaders in the community. By attending these sessions, I can form lasting connections with these experts that will prove beneficial down the road.

The Exhibit Floor will feature more than 200 leading companies who provide products and technology solutions to improve power plant performance, efficiency, safety, and reduce costs. I will have the opportunity to meet with many of these companies and discuss their products and services, virtually eliminating the time and cost of future trips to each of these vendors separately.

By registering early, I can save hundreds on my registration by receiving the advanced discount. Additionally, if multiple people from the company register at the same time, we can receive even deeper discounts. I am asking for funding for the conference fee, travel costs, food and lodging.

ELECTRIC POWER has arranged for hotel and airline discounts, and lunch and breakfast is provided for the days I register for. In addition, there is an evening networking event I can attend where food and refreshments are provided.

I feel attending the ELECTRIC POWER Conference is a valuable experience that would greatly benefit this facility/organization. I will be able to bring home all conference materials, allowing me to share with others in the office and possibly train them if needed.

Thank you for considering this proposal. Please let me know if there is any additional information I can provide to help make your decision.