**Request to Attend 2020 Best Practices EXPO & Conference**

Dear **<Supervisor’s name>,**

I would like to attend the 2020 Best Practices EXPO & Conference, October 13-16, 2019 at the Schaumburg Convention Center in Chicago, IL. This 2½ day event offers two full days of exhibits, 24 educational conference sessions applicable to my role and networking opportunities with manufacturing companies and system experts. The show will feature the latest compressed air, blower, vacuum and cooling technologies and expand our team’s knowledge of managing these utilities. If we focus on improving these utilities, I will bring back project ideas to improve quality, safety, production, reliability and energy efficiency.

If I attend Best Practices EXPO & Conference, I’ll experience:

* **100+ leading providers of compressed air, blower, vacuum and cooling technologies**
* **96 educational conference presentations**
* **Keynote and Plenary Sessions featuring manufacturing leaders like General Mills**
* **Networking opportunities in the conference, show floor and 3 networking receptions**

The full price conference fee is $675, however, if I register before May 22, the price is only $475. If we send 2 of our employees to the conference, we will receive 1 complimentary registration. Another option is to attend the EXPO Hall for free.

Here is the breakdown of conference costs:

Roundtrip Airfare: <**$xxxx**>  
Transportation: <**$xxxx**>  
Hotel: <**$xxxx**>\*  
Meals: <**$xxxx**>  
Conference Fee: <**$xxxx**> *\*Free if attending the EXPO Hall only*

The total costs associated with attending this conference are: <**$xxxx**>.

I look forward to sharing and implementing what I learn at this event with my colleagues. My presentation notes, vendor information and new contacts will be presented to my team along with proposed ideas to benefit our company.

Thank you for considering support of my attendance at Best Practices EXPO as a wise investment.

Sincerely,  
<**your name here**>