

Conference & Exhibition

JW Marriott Indianapolis

[DATE]

Dear [Supervisor/Manager]:

Attending the SPE ANTEC Indianapolis 2016 Conference & Event from May 23rd-25th will provide three full days of education and training, along with best practice sharing and networking with other professionals in the plastics industry. The conference delivers such tremendous value to attendees; it attracts more participants each year.

ANTEC brings together industry experts from around the world who speak to the technical and business issues and new technologies through presentations, panel discussions, and tutorials. The total cost will be around $2,000 (see breakdown below) to attend, and it's a very cost-effective way to network and gain knowledge in one trip and to realize immediate benefits from the educational sessions.

In particular, I’d like to focus on finding solutions or best practices that could benefit these projects:

* [add project or initiative]
* [add project or initiative]
* [add project or initiative]

After reviewing the conference program, I have identified a number of education sessions which will help me to gain a deeper knowledge and understanding about how we can improve our processes, including:

* [add session]
* [add session]
* [add session]

In addition to the 100 sessions and 130 exhibitors the conference also gives us a chance to interact and network with some of the most knowledgeable and respected icons across the field of plastics. You can see more information at <http://www.antec.ws>.

**Here’s an approximate breakdown of ANTEC 2016 costs** (*modify to your specifications*)

Airfare (sample domestic flight): $ 400

Transportation between airport & hotel: $ 20

Hotel: (3 nights at ANTEC rate $194) $ 582

Meals: $ 100

Conference registration fee (early): $ 895\*

Total: **$1,997**

\*Non-Member fee, including 1-year SPE membership;

(Member fee $745)

I’ll submit a post-conference report that will include executive summary, major takeaways, tips, and a set of recommendations based upon my learning experience. I will also be glad to share relevant information with key personnel throughout our organization.

Thank you for considering this request. I look forward to your reply.

Respectfully,

[Your Name]