

To:
Date:

Re: Attending METALCON 2023

Dear

I am writing to ask for approval to attend METALCON, the only global event devoted exclusively to the use of metal in design and construction.

METALCON is the place to learn about all the benefits provided by the widest array of metal construction products under one roof. METALCON will take place from October 18-20, 2023, at the Las Vegas Convention Center in Las Vegas, Nevada.

By attending METALCON, I will be exposed to more than 200 companies exhibiting the latest products, solutions, services, and game-changing technologies.

As an attendee, I will have the opportunity to:

- Discover, and compare and contrast the latest in metal tools, equipment, technologies, and innovations.
- Attend exhibits and education focusing on sustainability, insulated metal panels (IMP's), metal building systems and so much more.
- Compare and contrast competitors products and solutions
- Earn continuing education credits including AIA LU's and HSW's
- Establish relationships with industry professionals and product experts who will be available to me long after the show is over.

In addition, METALCON offers dozens of FREE educational sessions, daily peer networking events, keynote speakers, product demonstrations and more.

I will establish key objectives prior to attending METALCON and plan to bring valuable information, contacts, ideas, solutions and materials back to share with the company upon my return.

I assure you that my attendance at METALCON 2023 will be a worthwhile investment when you consider the value I will bring back to the company.

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

Sincerely,

Costs, Benefits and Objectives Worksheet

By attending METALCON 2023, I will participate in educational sessions, make valuable industry connections, and increase my knowledge and skills. To fully immerse myself into this experience, I have established the following objectives as take aways from this experience.

Objective 1:

Objective 2:

Objective 3:

Education sessions I plan to attend include:

Session 1:

Session 2:

Session 3:

Session 4:

Exhibits/Vendors I plan to visit:

_____ at Booth # _____

_____ at Booth # _____

_____ at Booth # _____

_____ at Booth # _____

_____ at Booth # _____

_____ at Booth # _____

_____ at Booth # _____

_____ at Booth # _____

Following the conclusion of METALCON 2023, I plan to share the notes and knowledge related to these objectives with my colleagues and also apply them to my day-to-day life at

I understand that attending this METALCON is a financial investment. I have listed the estimated expenses below:

Registration Fee: [\$]

Airfare: [\$]

Hotel: [\$]

Meals: [\$]

Other Expenses: [\$]

Plus, METALCON has negotiated discounted hotel rates for attendees at several Indianapolis hotels.

I acknowledge that the expenses are a major consideration, however, I assure you that the education, the networking, the relationships, the skills, and the confidence I will gain will make me an even better employee for this