Justification Email

From: <Your Name>

To: <Supervisor’s Name>

Re: Attending SPE ANTEC® 2020

I am interested in attending ANTEC® 2020, March 29 – April 2 in San Antonio, and would like your approval to attend. I am convinced that attending is well worth your investment in my professional development and will allow me to learn about advances in plastics technology from global industry experts. It will also enable me to identify more efficient and/or effective solutions that would ultimately help me do my job better which will benefit our company by [insert how company will benefit].

This is an extremely cost-effective way for me to benefit from ANTEC’s educational sessions and networking opportunities. The total cost will be around $x,xxx (see my breakdown below) to attend.

My plan is to focus on finding solutions or best practices that could help us with the following projects or goals:

• [add/describe project or initiative]

• [add/describe project or initiative]

• [add/describe project or initiative]

After reviewing the conference program I’ve identified several presentations which will help me achieve the above.

• [add session or presentation title/titles]

• [add session or presentation title/titles]

• [add session or presentation title/titles]

In addition, I plan on attending new technologies, best practices, and sustainability sessions so that I can gain a deeper knowledge and understanding about how it relates to our processes, including:

• [add session/panel discussion/keynote]

• [add session/panel discussion/keynote]

• [add session/panel discussion/keynote]

In addition to the 300+ concurrent sessions and 12 keynote speakers ANTEC also gives me a chance to interact and network with some of the most knowledgeable and respected industry leaders across the field of plastics - those in the industry who represent the ideas, research and trends shaping our plastics industry.

Here’s an approximate breakdown of ANTEC 2020 costs (modify to your specifications)

 Airfare (sample flight): $ xxx

 Transportation between airport & hotel: $ xx

 Hotel: (x nights at ANTEC rate $217) $ xxx

 Meals: $ xxx\*

 Conference registration fee\*\*: $ xxx

Total: $x,xxx

\* Lunch on Monday and Tuesday, 7 coffee breaks and 3 receptions are included in my registration fee.

\*\*Please go to [www.4spe.org/ANTECRegistration](http://www.4spe.org/ANTECRegistration) for registration fees.

I will be happy to submit a post-conference report or give a presentation that will include an executive summary, my 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]