

CHEM|INNOVATIONS

2011 | CONFERENCE & EXPO

September 13-15, 2011, George R. Brown Convention Center, Houston, Texas

SAMPLE LETTER TO MANAGEMENT

I would like to register to attend ChemInnovations 2011. This conference will be held September 13-15, 2011 at the George R. Brown Convention Center in Houston, Texas.

ChemInnovations offers a variety of sessions, optional pre-conference workshops, training, and plant tours as well as 200+ exhibiting companies offering products and services for the chemical process industries. I will be able to attend 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. The exhibit features co-located events such as the ISA Houston Section event, the *New Technology Pavilion* and the *Hart Communications Pavilions*.

Many sessions will offer tips and strategies that I can implement upon my return. A few sessions that I am particularly interested in include *<insert session titles>*.

This conference offers the best value in the marketplace and is also the only event of its nature based in the Gulf Coast where 85% of the CPI within the US are located. I will be able to interact with hundreds of people working within CPI from engineers, to plant managers, to heads of research, cost estimators, and chemists, allowing me to make invaluable contact for future problem-solving.

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.

By registering prior to July 22, 2011, I can save up to \$200 with the early registration discount. I am asking for funding for the conference fee, travel costs, food and lodging.

ChemInnovations has arranged for hotel, airfare, car rental, and airport shuttle discounts. In addition full conference registration includes three days of lunches, two networking receptions, and refreshment breaks. Single day registration includes all scheduled food functions scheduled for that day.

I feel that attending ChemInnovations is a valuable experience that would greatly benefit my performance at this organization. Thank you for considering this proposal. Please let me know if there is any additional information I can provide to help make your decision.