

**To:**

**Sub:** Approval to Attend COPRI Ports® '28 Conference

I would like your approval to attend the American Society of Civil Engineers COPRI Ports® '28 conference. This conference only takes place every three years and is a rare opportunity for our organization to benefit from the state-of-the-practice knowledge and insight gained from my peers in the ports and harbors industry. This conference offers a comprehensive menu of civil engineering programs that impressed me as being important to our organization's current and future endeavors.

Continuing education in the port industry is a rare opportunity and there is no equivalent opportunity to learn about the techniques, challenges, and innovative solutions being used by our peers.

**[As we develop our budget for the coming fiscal year // While I realize our budget is tight this year],** this conference is a solid investment in our organization and in me that will result in real short and long-term benefits.

My objectives in attending this conference are:

- Increase efficiencies and productivity, enhance performance to help the bottom line, and maximize our investment by sharing information and knowledge with you and our co-workers.
  - **[Cite specific programs that will enable you to do this.]**
- Meet with industry experts who have extensive experience in solving design, environmental, financing, construction, planning, and maintenance programs that are specific to the ports and harbors industry. I intend to set up meetings with the following in advance of the conference to ensure that I will get the information I'm seeking on behalf of our upcoming projects.
  - **Discipline: consultant**
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- Visit suppliers to learn about the latest tools and technology that I believe could benefit my work. Again, I intend to set up meetings with the following in advance of the conference to ensure that I will get the information I'm seeking.
  - **[List the Exhibitors]**
- Earn PDHs to maintain my professional licensure.
  - **[List the short courses and sessions you plan to attend as well as the learning outcomes and how they will benefit you, your team & your organization.]**
- Network with my peers from around the world to learn what they are doing to solve similar problems and launch innovative solutions. I will also attend the Young Professionals events to share how much I appreciate our organization with the hopes of finding talented young engineers interested in a career with us.
  - **[List networking opportunities including educational discussion groups, Exhibit-only time, and various social events.]**

In my opinion, the COPRI Ports® '28 conference is truly the best, most comprehensive educational investment we can make in our organization and in my professional development all year. After my

return, I will provide a report and/or presentation to the team highlighting some of the key insights from the conference and provide relevant recommendations.

If I register by **[insert date]**, I will save up to **\$[amount saved]** on my registration fee. I hope you support my attendance.

Thank you for your consideration and I look forward to discussing during our next meeting.

[Your name]