**Request to Attend the SAMPE 2023 Materials Innovation & Advanced Technology Leadership Forum**

Date:

From: (Your name)

To: (Supervisor/Manager)

Subject: Request to Attend the Materials Innovation & Advanced Technology Leadership Forum

Dear [insert name],

I request your approval to attend the [SAMPE Materials Innovation & Advanced Technology Leadership Forum](https://bit.ly/32ibZQ6) on January 25–26, 2023, in Huntington Beach, CA. The Forum will convene technology leaders, executives, engineers, scientists, and other professionals driven by the commercialization of multifunctional composite materials and structures for energy applications. Since we are looking at improving our manufacturing and process methodologies and are interested in spurring emerging applications, my attendance can give us a competitive advantage and new business networks.

Why should I attend the SAMPE Materials Innovation & Advanced Technology Leadership Forum? [for the sections you choose, put a subset of how you will directly benefit from attending the Forum]

1. This Forum is the only one of its kind in the industry. I want to get business done and discover the latest in the industry, which is what I will find at this Forum.
   1. *Highlight a particular track or session that will impact your work the most. For example, “The Market Overview” or another area that directly impact our company’s business.*
2. My attendance will allow me to engage and network with domestic and international experts directly - spanning the Energy, Aerospace/Aircraft, Automotive, Manufacturing, Marine and other industries.
   1. *Highlight the value of networking, talk about future collaborations, suppliers and potential customers (some supervisors think networking is about looking for another job; if they don’t want to lose you, then you need to include some reassurance)*
3. Industry experts will be presenting technological challenges and solutions they have uncovered.
   1. What better way to advance my knowledge and move forward in meeting our organization’s project goals than learning these solutions first-hand.

The Forum provides a great blend of education, technology solutions, and networking opportunities. Check out the Forum [website](https://www.materialsinnovationforum.org/) so you can see why I want to attend.

Below is the approximate cost of attending your review:

[Registration:](https://bit.ly/3qPDH30) Starting at $625

**Per Diem**  
Staff Hours: Total XX / conference 24, X hours traveling

Meals: $ 55 / day x 3 = $165  
Hotel: $ 269+ night

Airfare: $ xx  
Transportation: $ xx

**Total: $ xx**

I think you’ll agree that the investment will increase my knowledge and provide the needed ROI. Thank you for your consideration and support of my professional development – I look forward to hearing from you!

Best Regards,

[insert your name]