

## Make the Case for Conference Registration

Feel free to use this sample business justification letter to help explain to management why you need to attend our Leading Reliability Conference! This conference can be considered part of your organization's investment in their greatest asset, YOU!

To: < **manager name** >

From: < **your name** >

Date: < **insert date** >

Subject: Leading Reliability Conference Attendance Proposal

I would like to request approval to attend the Leading Reliability Conference hosted by Eruditio, RDI Technologies, UE Systems, and Acoem in Clearwater Beach, FL, May 12-15, 2025. This conference has the most unique opportunity to help develop not only my skills and competencies, but also a chance to build upon our current reliability practices. This is a great opportunity for me to be a part of and I know I will take home best practices, new ideas, and practical insights for program improvement that I can share with our entire team.

Leading Reliability will be highlighting several activities including two days' worth of educational presentations, case studies and workshops from my peers, exhibitors promoting products and services that can help our organization achieve even greater success, a keynote focusing on leadership, and numerous networking opportunities where the sharing of best practices is encouraged. I even have the opportunity to attend an additional training pre & post conference!

I am seeking our organization's approval for the registration fee and travel expenses. This event is an incredible value considering the comprehensive array of sessions, training, and networking opportunities.

Here is an approximate breakdown of conference costs:

Airfare: < **add flight expenses** >

Transportation: Estimated \$45 taxi ride one-way to or from airport

Hotel: Approximately \$244 per night (exact details will be provided soon)

Meals: Approx. \$75 as most meals are included in registration fee

Conference Fee: Registration fee is **\$1,200 during our early-bird special!**

The total cost based on the numbers above is < **add your estimated figure** >.

The Leading Reliability Conference is the ideal opportunity for me to strengthen my skill set and make valuable contacts with others in our industry. Attendance at this conference can be considered part of our organization's investment in the future.

If you find it helpful, I am happy to provide a report following the conference to my colleagues with access to the presentations and information shared at the event.

Thank you for your consideration.

**< your name >**