

Dear <Insert Manager's Name>,

I would like your approval to attend the NWA Annual Conference, which is the largest gathering of hydropower professionals in our region, discussing topics pertinent to our organization. It's taking place February 22-24, 2023 in Portland, Oregon.

The biggest advantage to attending the NWA Annual Conference versus other conferences is that each session is planned by hydropower experts in our industry and region so each topic is relevant to my work area and specific to the Northwest. As 80% of hydropower is generated in the Northwest you can know that all of the seasoned leaders of our industry will be there sharing their knowledge and ideas so I can learn from the best and apply it to our company. Each year new content is identified making the content timely and relevant.

Here are a few other reasons I really want to attend:

1. **Meaningful Connections** – With over 400 industry professionals attending, I'll have the chance to network and hear what's working (and what's not) for others during the 10 networking opportunities.
2. **Inspiring Education** – From climate change to effective contracting to natural resources, the content on the agenda is packed with expert advice and fresh ideas during the 11 sessions. It's a great way to earn up to 13 professional development hours (PDH's).
3. **Access to Latest Technology and Equipment** – There will be dozens of exhibitors at the conference sharing what they are learning in the field, what product solutions are available, and potential partners for future work efforts.

The cost breakout would be:

Conference Ticket:	\$xxx
Transportation:	\$xxx
Hotel:	\$xxx
TOTAL	\$xxx

The earlier I register, the lower the cost will be. When I return from the NWA Annual Conference, I'll share key takeaways, including those that we can implement immediately to help our organization grow. I know we'll quickly recoup the investment you'll be making by approving this request.

I appreciate your immediate attention to my request.

Thank you,