



**Subject: Request to Attend METALCON 2018**

Dear

I am requesting approval to attend METALCON 2018, October 10-12, 2018 at the Charlotte Convention Center, in Charlotte, NC. The METALCON Total Experience is a once a year event offering three full-days of exhibits, education programs and valuable networking opportunities. And...is highly regarded as the leading forum for those involved in the metal construction industry. METALCON will enable me to see the latest and greatest innovative solutions, develop my technical skills and expand my knowledge of best practices in our industry.

I can also attend a number of special programs and educational sessions that are directly applicable to my work and will allow me to network with a variety of manufacturing experts and colleagues from the U.S. and around the world. The sessions are presented by leading industry speakers and associations and cover a number of technical and managerial topics as well as emerging trends relevant to our business.

If I attend I'll experience:

- **250 leading product and service providers**
- **Daily complimentary keynotes, panel discussions and education sessions**
- **High-level networking opportunities on and off the show floor**

The approximate investment for my attendance is as follows (*complete the information as appropriate*):

Hotel Costs: Range from \$199 - \$229

Registration Fee: Ranges from \$55 - \$195

Education Sessions: Free on the exhibit hall floor

Special Programs: Range from \$95 - \$495

**Total cost to attend: Priceless**

*\*METALCON has specially negotiated hotel rates for attendees at various Charlotte hotels.*

I look forward to bringing my key takeaways back to implement and share with my colleagues. I will compile a short presentation covering presentation notes, useful vendor product information, new contacts made and a proposal for implementing new ideas that will benefit our team. I will also make any event and exhibitor materials available to my colleagues.

I assure you that my attendance at METALCON 2018 is a wise investment. Thank you for your consideration.

Sincerely,