



Subject: Request to Attend METALCON 2019

Dear

I would like to request approval to attend [METALCON 2019](#) – the largest international event in the metal construction industry - from October 16-18, at the David L. Lawrence Convention Center in Pittsburgh, PA. This event offers three days of exhibits, education programs and valuable networking opportunities and is highly regarded as the industry's leading tradeshow 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 events 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 cover a number of technical and managerial topics as well as emerging trends relevant to our business.

If I attend I'll experience:

- **Over 250 leading manufacturers and service providers**
- **Daily complimentary keynotes and panel discussions**
- **High-level networking opportunities on and off the show floor**

**METALCON has negotiated discounted hotel rates for attendees at various [downtown Pittsburgh hotels](#).*

I look forward to bringing my key takeaways back to the office to implement and share with my colleagues. I will compile notes, useful vendor product information, new contacts to help implement these 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 2019 will be a wise investment.

Thank you for your consideration.

Sincerely,