To: <Boss’ Name>

From: <Employee’s Name>

Re: Proposal to attend the 2024 API Inspection & Mechanical Integrity Summit

Date: <fill in the date>

I’ve been made aware that the API 2024 Inspection & Mechanical Integrity Summit will take place January 23-25, 2024 in San Antonio, TX. It also includes a training day on January 22nd. The Summit brings together the most respected, knowledgeable, and influential community for inspection, mechanical integrity, reliability, asset integrity management, and corrosion/materials. The agenda provides for learning, networking, and organizational transformation. There are typically over 1,500 of my peers that attend and with whom I can network while I am there.

This conference will deliver a solid return on investment. I’ll learn from other companies facing the same challenges that we face and bring back best practices that we can implement within our organization. The event is also an excellent way for us to discover new ways to help our business save money by streamlining processes.

The Summit agenda includes an industry keynote session, four business divisions tracks, panel discussions, as well as an exhibition floor where I can see demonstrations, talk to various companies, and an area where emerging technologies will be shown and discussed. Throughout the conference, I can attend sessions in the tracks that are directly applicable to our ongoing projects. Below I have outlined areas of discussion that I am interested in:

* *Presentation/Training Title/Etc. name here*
* *Presentation/Training Title/Etc. name here*
* *Presentation/Training Title/Etc. name here*

Some specific projects where I believe we could benefit include:

1. *add project or initiative*
2. *add project or initiative*

Several of the sessions (especially the panels) are interactive and can provide a benchmark to use in comparison to other organizations. These may also provide valuable strategies and tips. And, it’s an excellent opportunity to network with industry experts and gain knowledge in specific areas to optimize our current system as well as find out about their newest solutions to meet our most critical business issues. More details about the event are posted at **2024 API Inspection & Mechanical Integrity Summit**.

Additionally, attendance to the conference provides professional development hours that can be applied to maintain my API Certifications or other similar professional credentials. Note, the Summit will provide all the required Continuing Professional Development (CPDs) hours for my next ICP recertification at this one conference.

**Here is an approximate breakdown of conference costs:**

* Airfare: $XXX
* Transportation: $XXX
* Hotel (per night): $XXX
* Meals: $XXX
* Conference Registration Fee: $XXX
* **Total: $XXX**

Upon my return from the conference, I’ll submit a post-conference report that will include a summary, major take-aways, and suggestions that all support attending the 2024 API IMI Summit.

Thank you for considering this request. I look forward to your reply.

Regards,

YOUR NAME