2024 ISPE Annual Meeting & Expo Proposal

To:

From:

Subject line: Request for Approval: 2024 ISPE Annual Meeting & Expo

Dear [Supervisor/Employer’s Name],  
  
I am thrilled to inform you about an exciting opportunity that has come my way—an invitation to attend the [2024 ISPE Annual Meeting & Expo](https://ispe.org/conferences/2024-annual-meeting-expo) in Orlando, Florida, USA, 13-16 October 2024, and virtually [adjust if attending virtually]. This year’s theme is the workforce of the future and will focus on navigating a new era of innovation and collaboration with the next generation of future leaders.

The conference offers a unique chance for me to access knowledge and network with seasoned industry professionals as well as regulators around the world, and to explore innovative new approaches to unique industry challenges. I’ll be able to delve into the latest developments in the pharmaceutical industry, including AI/ML strategy and opportunities, tools for digitalization, regulatory insights on drug quality and compliance, updates on the regulatory landscape related to drug shortage prevention, and more. These topics align seamlessly with our commitment to staying at the forefront of industry trends and support industry-wide efforts to reliably deliver quality medicines to people.

The conference sessions will cover critical industry topics by way of content tracks, such as **Advanced Therapy Medicinal Products (ATMPs); Digital Transformation; Manufacturing, Quality Control, and Operational Excellence; Regulatory, Compliance, and Quality; and Sustainability and Supply Chain Resiliency.** [Choose the most relevant options for your profession]

The knowledge gained will significantly benefit our team and contribute to the success of our projects. Plus, networking opportunities with speakers, exhibitors, and colleagues from around the world will facilitate collaboration and the exchange of innovative ideas. I am eager to focus on finding solutions and best practices that directly align with the objectives of these key projects:

[add project or initiative]

[add project or initiative]

[add project or initiative]

**I have prepared an approximate breakdown of conference costs for your review** [adjust if attending virtually]**:**

Airfare: $

Transportation (between airport and hotel): $

Hotel: $

Meals: $

Registration Fee: $

Total: $

Following the conference, I am committed to submitting a detailed post-conference report and sharing major notes, new ideas, and valuable insights discussed during the event with our co-workers.

Thank you for considering this request. I am eager to discuss this further and would appreciate your approval.

Sincerely,

[Your name]