**2018 ISPE Annual Meeting & Expo Proposal**

To:

From:

Subject line: 2018 ISPE Annual Meeting & Expo Proposal

The International Society for Pharmaceutical Engineering (ISPE) is having its [2018 ISPE Annual Meeting & Expo](https://ispe.org/conferences/2018-annual-meeting-expo), 4–7 November in Philadelphia, Pennsylvania. I would like to request approval to attend this important conference to stay current on topics related to my job and hear directly from global regulatory agencies such as FDA, ANVISA and MHRA who will be discussing emerging technologies and novel therapies.

I would have the opportunity to participate in several **interactive workshops** that focus on:

* quality systems
* product development and production systems
* end-to-end supply chain management
* facilities and equipment
* information systems
* process validation (preventing 483s)

In the 2 days following the workshops, I will have the opportunity to select from a broad spectrum of technical education sessions with solutions-based approaches designed to create robust international supply networks, advance production quality, and prevent drug shortages. To date, there are over [50 comprehensive education sessions](https://ispe.org/conferences/2018-annual-meeting-expo/agenda) lead by industry leaders of the pharmaceutical industry.

This is an important conference and great opportunity for me to learn from industry and regulatory experts first hand.

Thank you for considering this request and welcome the opportunity to speak with you further about this conference.

Sincerely,