**2019 Annual Meeting & Expo Proposal**

To:

From:

Subject line: 2019 ISPE Annual Meeting & Expo Proposal

The International Society for Pharmaceutical Engineering (ISPE) is having its [**2019 ISPE Annual Meeting & Expo**](https://ispe.org/conferences/2019-annual-meeting-expo), 27–30 October in Las Vegas, Nevada USA. I would like to request approval to attend this important conference. In the ever-developing pharmaceutical industry, it’s crucial that I take the proactive step to stay current with regulations, technologies, products, and manufacturing methods. At this four-day event, I will have the opportunity to attend 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.

In particular, I’d like to focus on finding solutions or best practices that could benefit these projects:

* (Add project or initiative)
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In addition to 50+ comprehensive education sessions, 24+ hours of networking opportunities, and the expo hall featuring more than 200+ exhibitors showcasing the latest technology, the event offers me the chance to connect and problem-solve with leaders of the pharmaceutical industry and international regulators.

**Here’s an approximate break down of conference costs:**

Airfare: $ xxx

Transportation (between airport and hotel): $ xx

Hotel: $ xxx

Meals: $ xx

Registration Fee: $ xxx (check for current price)

**Total: $ X, XXX**

I’ll submit a post conference report that will include major takeaways and the new ideas that were presented at the conference. And, I am willing to share relevant information with co-workers throughout the company.

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

Sincerely,