**2020 ISPE Aseptic Conference Proposal**

To:

From:

Subject line: 2020 ISPE Aseptic Conference Proposal

The International Society for Pharmaceutical Engineering (ISPE) is having its [2020 ISPE Aseptic Conference](https://ispe.org/conferences/2020-aseptic), 2–3 March 2020 in North Bethesda, Maryland. I would like to request approval to attend this important conference to refine my own expertise and gain new insights into best practices, critical trends, and innovative approaches for aseptic and barrier operations.   
  
**During this event, I'll have two days to:**

* Explore the hottest topics in aseptic manufacturing, like robotics, ATMPs, and small scale/clinical manufacturing
* Join industry-critical conversations during an interactive panel discussion on Automated Visual Inspections and the event favorite—the closing regulatory panel
* Make valuable connections at the largest aseptic networking event with 400+ professionals during multiple networking opportunities, such as small group breakout hot- topic discussions
* Learn about the latest innovations displayed in the exhibit hall from experts of world-leading aseptic processing companies

Additionally, there is an opportunity to take advantage of [in-depth training](https://ispe.org/conferences/2020-aseptic/training) covering four critical areas of pharmaceutical manufacturing on 4–5 March 2020.  
  
In particular, I’d like to focus on finding solutions or best practices that could benefit these projects:

* [add project or initiative]
* [add project or initiative]
* [add project or initiative]

**Here’s an approximate breakdown 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 notes and new ideas that were discussed 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,