**2021 ISPE Annual Meeting & Expo Proposal**

To:

From:

Subject line: 2021 ISPE Annual Meeting & Expo Proposal

The International Society for Pharmaceutical Engineering (ISPE) is hosting the [**2021 ISPE Annual Meeting & Expo**](https://ispe.org/conferences/2021-annual-meeting-expo) on 31 October–3 November 2021 in Boston, Massachusetts. I would like to request approval to attend this important conference. In the time of fast paced change in the pharmaceutical industry, it is crucial that I engage with the latest technical, regulatory, process control and compliance developments.

Through keynote presentations, six separate educational tracks and Facility of the Year (FOYA) category winner presentations, I will gain insight into addressing many of the pharmaceutical industry’s most pressing challenges. Knowledge from this event may prove vital to increasing efficiency, effectively improving compliance, and increasing my individual effectiveness.

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 comprehensive education sessions, 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 breakdown of conference cost: $xxx (adjust if attending virtually)**

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 present and share relevant information with co-workers throughout the company.

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

Sincerely,