**2021 ISPE Facilities of the Future Conference Proposal**

To:

From:

Subject line: 2021 ISPE Facilities of the Future Conference Proposal

The International Society for Pharmaceutical Engineering (ISPE) is hosting the [**2021 ISPE Facilities of the Future Conference**](https://ispe.org/conferences/2021-facilities-future) 28–29 September in North Bethesda, Maryland, USA. 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 current and future pharmaceutical manufacturing facilities.

During this event, I'll have two days to:

* Participate in event exclusives that give you access to insightful and collaborative mediums, including an executive forum, Women in Pharma® Breakfast, and facility tours
* Learn how award-winning industry leaders are successfully implementing innovative technology in facility design, including virtual reality, artificial intelligence, and automation
* Engage with industry and regulatory thought leaders addressing key issues in pharma manufacturing facilities today
* Identify current challenges in facility design and define the “procedures” of the future
* Explore pharma collaborations and lessons learned in the COVID-19 era

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)

In addition to comprehensive education sessions, networking opportunities, and the expo hall featuring 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 share relevant information with co-workers throughout the company.

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

Sincerely,