

Date:

Dear _____

This letter is to request your approval to attend the Lab Design Conference taking place May 11-14, 2025, in Denver, Colorado. I am attending this Conference to learn new ideas, strategies, and solutions to implement in our workplace so I can become a more valuable contributor to our business.

This flagship event provides the skills and knowledge for all those who design, build, and renovate lab facilities. Expert speakers offer actionable advice to overcome key challenges when developing a lab. The discussion topics will range from sustainable lab design, budgeting concerns, industry trends, and the future of lab design, among others.

By participating in the Lab Design Conference, I will be equipped to handle a variety of challenges, feel a renewed sense of motivation, and be equipped with the tools to optimize our lab design/build projects. I will earn valuable AIA Continuing Education credits by attending this event and will experience a variety of intimate networking opportunities where friendships and peer relationships are made that last well beyond the event. The methods and techniques I will learn can be applied to common workplace situations or complex challenges. I am confident I will develop my skills and become better in my role.

Upon completion of the Conference, I'll share key takeaways with our team and develop an action plan for how to incorporate the learning for the future.

Here is how much it will cost for me to attend:

- Airfare/Travel: _____
- Hotel: **discounted room rate of \$230/night**
- Conference fee: **Early-bird \$1,195 (until January 31, 2025)**
Regular price \$1,295 (after February 1, 2025)
- TOTAL: _____

More information about the Lab Design Conference can be found at labdesignconference.com or by contacting Kat Dobosh, Business Development Specialist, at kdobosh@labmanager.com.

Thank you for considering my request. I look forward to speaking with you further about this Conference opportunity.

Best regards,
