

Date:

Dear _____

This letter is to request your approval to send a team of ____ people to the Lab Design Conference taking place May 11-14, 2025, in Denver, Colorado. Attending this conference will allow the team to learn new ideas, strategies, and solutions to implement in our workplace so the team can become more valuable contributors, and to forge valuable relationships to sustain and grow 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, the team 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. The team will earn valuable AIA Continuing Education credits by attending this event and will experience a variety of intimate networking opportunities where business contacts, friendships, and peer relationships are made that last well beyond the event. The methods and techniques the team will learn can be applied to common workplace situations or complex challenges. I am confident the team will develop skills and become better in their roles, and make valuable contacts through the unique networking opportunities. Upon completion of the Conference, the team will share key takeaways with the rest of their colleagues and develop an action plan for how to incorporate the learning for the future.

Here is how much it will cost for each person 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)
*** discounted rates available for 3+ people**
- TOTAL FOR ____ PEOPLE (after applicable discounts): _____

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,
