



## REQUEST TO ATTEND

Date:

Dear

This letter is to request your approval to attend the 2025 Lab Manager Leadership Summit taking place April 7-9, 2025 in Pittsburgh, Pennsylvania.

I am attending this summit 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 Summit provides current and aspiring lab leaders with the skills and knowledge required to run their labs like a business. Expert speakers offer actionable advice to overcome key challenges for today's labs. Topics of discussion range from conflict management, decision-making, and mentorship, to data-driven asset management and improving inefficiencies, among others.

By participating in the Leadership Summit, I expect to be equipped to handle a variety of challenges, feel a renewed sense of motivation, and gain the tools I need to reach higher levels of engagement and efficiency amongst our team. I will also experience a variety of intimate networking opportunities where I can make long-lasting friendships and valuable peer relationships. 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 Summit, I will 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: \$189 per night (Sheraton Pittsburgh Hotel at Station Square)
- Summit fee: \$599 (before January 31, 2025)
- TOTAL:

More information about the Summit can be found on Lab Manager's website:

<https://summit.labmanager.com/leadership>

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

Best regards,