

Date:

Dear _____

This letter is to request your approval to send a team of ___ people to the *Lab Manager* Leadership Summit taking place April 7-9 2025 in Pittsburgh, Pennsylvania. Attending this conference will allow our team to learn new ideas, strategies, and solutions to implement in our workplace so we can become more valuable contributors, and to forge valuable relationships to sustain and grow 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 advanced leadership, conflict management, decision-making, and mentorship, to data-driven asset management and improving inefficiencies, among others.

By participating in the Leadership Summit, our team will be equipped to handle a variety of challenges, feel a renewed sense of motivation, and gain the tools needed to reach higher levels of engagement and efficiency amongst our organization. We will also experience a variety of intimate networking opportunities where we can make long-lasting friendships and valuable peer relationships. The methods and techniques we will learn can be applied to common workplace situations or complex challenges. I am confident we will develop our skills and become better in our roles.

Upon completion of the Summit, we 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 us to attend:

- Airfare/Travel: _____
- Hotel: **discounted room rate of \$189/night**
- Summit fee: **Early-bird \$599 (until January 31, 2025)**
Advanced price \$699 (February 1 - March 7, 2025)
Regular price \$799 (after March 8, 2025)
***discounted rates available for 3+ people**
- TOTAL FOR ___ PEOPLE (after applicable discounts): _____

More information about the Summit can be found at summit.labmanager.com/leadership or by contacting Kat Dobosh, Business Development Specialist, at kdobosh@labmanager.com.

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

Best regards,
