REQUEST TO ATTEND

Dear

I am writing to request approval to attend the **2027 Lab Design Conference, May 10–13, 2027, in Dallas, Texas**. This event offers an opportunity to strengthen my professional knowledge, explore innovative laboratory design solutions, and bring back practical insights that can benefit our organization.

The conference brings together architects, engineers, laboratory leaders, and industry experts to explore the challenges of designing, building, and renovating laboratory environments. Through expert-led sessions, real-world project examples, and networking opportunities, attendees gain actionable strategies to improve laboratory design and performance.

Attending would provide several benefits to our organization:

- **Better project outcomes:** Learn strategies to improve laboratory functionality, flexibility, sustainability, safety, and cost efficiency.
- **Practical insights:** Discover lessons from real laboratory projects that can help us anticipate challenges, avoid costly mistakes, and make informed decisions.
- **Innovative solutions:** Explore emerging technologies, products, and approaches that could improve our current and future projects.
- **Professional development:** Gain valuable industry knowledge, earn AIA continuing education credits, and connect with professionals facing similar challenges.

Upon returning, I will share key takeaways with our team and identify actionable recommendations that could improve our processes, inform future decisions, and support successful project outcomes.

Estimated Cost of Attendance

- **Conference registration:** $1,195 Early Bird (through December 31, 2026); $1,295 Advanced (through February 28, 2027); $1,395 Standard
- **Hotel:** $249 per night at the conference hotel (excluding applicable taxes and fees)
- **Airfare/Travel:** $
- **Optional workshops:** $215 each
- **Optional laboratory tours:** $225 each
- **TOTAL ESTIMATED COST:** $

Group discounts are available for organizations registering three or more attendees. For more information, visit www.labdesignconference.com.

I believe this conference would be a valuable investment in my professional development and our organization's success. Thank you for considering my request.

Best regards,