TEAM REQUEST TO ATTEND

Dear

I am writing to request approval for our team to attend the 2027 Lab Design Conference, May 10–13, 2027, in Dallas, Texas. This event offers an opportunity to strengthen our collective expertise, explore innovative solutions, and bring back practical strategies to improve our organization's laboratory projects.

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, our team can gain actionable insights to support better project outcomes.

Attending as a team would benefit our organization by helping us:

- **Improve project outcomes** through shared knowledge of cost efficiency, sustainability, safety, and effective laboratory design.
- **Strengthen collaboration** by developing a common understanding of project challenges, priorities, and best practices.
- **Maximize learning** opportunities by attending different sessions and sharing insights across our team.
- **Discover innovative solutions** and build industry connections that can support current and future projects.

Following the conference, we will consolidate our key takeaways, share relevant findings with colleagues, and identify actionable recommendations to improve our processes and future projects.

Estimated Cost of Team Attendance

- **Conference registration:** $1,195 Early Bird (through Dec. 31, 2026); $1,295 Advanced (through Feb. 28, 2027); $1,395 Standard
- **Group discounts:** 3–4 attendees: $100 off each; 5–9: $150 off each; 10+: $200 off each
- **Hotel:** $249 per night at the conference hotel (excluding applicable taxes and fees)
- **Airfare/Travel:** $
- **Optional workshops:** $215 per person, per workshop
- **Optional laboratory tours:** $225 per person, per tour
- **TOTAL ESTIMATED TEAM COST:** $

Group discounts are automatically applied during online registration based on the total number of tickets purchased. For more information, visit **www.labdesignconference.com/bring-your-team/**.

I believe attending together would be a valuable investment in our team's professional development, collaboration, and ability to deliver successful laboratory projects. Thank you for considering this request.

Best regards,