2027 Lab Manager LEADERSHIP SUMMIT
RUN YOUR LAB LIKE A BUSINESS

REQUEST TO ATTEND

Dear

I am writing to request your approval to attend the **2027 Lab Manager Leadership Summit**, taking place **April 12–14, 2027, in Salt Lake City, Utah**.

The Leadership Summit provides current and aspiring laboratory leaders with practical skills and strategies to run their labs like a business. Through expert-led sessions, interactive discussions, and networking opportunities, attendees gain actionable insights to address the challenges of managing people, operations, and organizational priorities.

The 2027 program features three leadership tracks—**Leading the Team, Leading Through Others, and Leading the Organization**—covering topics such as team development, coaching, decision-making, change management, operational efficiency, and strategic leadership.

By attending, I hope to strengthen my leadership capabilities, discover new approaches to workplace challenges, and gain practical tools to improve team performance and laboratory operations. I will also have the opportunity to connect with fellow laboratory leaders, exchange ideas, and learn from their experiences.

Upon returning, I will share key takeaways with our team and develop an action plan to apply relevant strategies within our laboratory, ensuring the benefits of attending extend beyond the event itself.

Estimated Cost of Attendance

- **Airfare/Travel:** $
- **Hotel:** USD $209/night (Hilton Salt Lake City Center)
- **Summit Registration:** USD $625 (Pre-Early Bird rate through December 31, 2026)
- **Optional Workshops:** USD $189 each
- **Optional Lab Tour:** USD $50
- **Total Estimated Cost:** $

Group registration discounts are available for three or more attendees. For more information about the Summit, please visit **https://leadershipsummit.labmanager.com/**.

Thank you for considering my request. I believe attending the Leadership Summit would be a valuable investment in my professional development and provide meaningful benefits to our team and organization.

Best regards,