**ICA Workshop  
July 23-24, 2024 | Saco, Maine**

***Sample email for your supervisor***

Dear

I know how much our organization benefits because of the talented individuals who work here. One of the ways I believe we can continue to find solutions and grow my skills is through industry education. Attending the ICA Workshop in Maine will provide:

* **experiential learning**, where I can engage in the creative process of catering and events as well as understand the foundations on which the industry operates.
* **networking opportunities** with industry leaders and colleagues from around the country
* **educational sessions** that are facilitated by industry experts who have faced similar successes and challenges and directly relate to my job.
* learning opportunities at food functions – **new trends in décor and food and beverage** – that I can bring back to benefit our company immediately.
* the opportunity to meet with **current and potential clients** and others doing the same job as me in different markets.
* access to the **entire list of attendees** or future networking and marketing opportunities.

I am requesting your approval for conference registration, travel, and related event expenses.   
  
I have included an estimated cost breakdown below:   
Registration (save $ if registered by early bird date):   
Roundtrip Airfare:   
Transportation:   
Hotel:   
Meals:   
The total estimated cost to attend the workshop is:   
  
When I return from the ICA Workshop, I will provide a post conference report with key takeaways and a set of recommendations that we can start using immediately to maximize our investment.   
  
Thank you in advance for considering this request. If I can answer any question you may have about this conference, please let me know.

Sincerely,