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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I would like to attend the 2024 IAEE Expo! Expo! Annual Meeting & Exhibition, 16-19 December in Los Angeles, CA. The conference will enable me to attend a number of education sessions that are directly applicable to my work and will allow me to meet new customers and network with the leading experts in the exhibitions and events industry.

The presentations are facilitated by both industry experts and colleagues who have faced similar challenges. I will also be able to connect with leading industry peers to learn more about their business recovery plans and how they are maximizing profitability.

In addition, Expo! Expo!, the exhibition, will offer a diverse marketplace to connect with the owners, executives, and managers from companies and associations that organize a wide variety of events, including many of the largest in North America.

I am seeking approval for registration fees, travel expenses to the conference and hotel accommodations during the event. A detailed cost breakdown is included below. **The full price conference fee for an exhibiting supplier is $969, but can be reduced to $769 by registering before 23 October 2024.** OR **The full price conference fee for a non-exhibiting supplier is $3,699 but can be reduced to $3,099 by registering before 23 October 2024.**

Here is the breakdown of event costs:

Registration Fee: $

Hotel: $

Airfare: $

Transportation: $

Other (Meals, Per Diem, Etc.): $

The total costs associated with attending Expo! Expo!: $

I look forward to bringing my new customer contacts and key takeaways back to implement and share with our organization to strengthen our engagement, enhance efficiency and productivity and impact our bottom line. Upon my return from IAEE’s Expo! Expo! Annual Meeting & Exhibition, I will provide you with a report on how I will be able to apply what I learned. I will tie these learnings to our organizations short-term and long-term goals, marketing plan, budget and strategic plan. I assure you that by attending this event, I will provide added value to our company.

Sincerely,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**