

Dear

The 2022 Campus FM Technology Association (CFTA) Conference is August 2 - 5, 2022, in Providence, Rhode Island. This event will feature four days of educational sessions and presentations from industry leading facilities management professionals, round-table discussions on critical issues affecting the deployment and maintenance of campus FM technologies and systems, and campus tours of Brown University, our local member host. I am writing to request approval to attend the CFTA Conference, as I believe doing so will further develop my technical skills while building knowledge around new campus FM technology innovations and shared best practices.

In attending this conference, I will receive:

- A full day of pre-conference technical sessions on the latest FM technologies and trends led by world leaders in FM technologies. (additional fee applies)
- Sessions led by universities, facilities management solutions innovators, and thought leaders. Topics include BIM, Space Management, Document Management, GIS, Integrated Workplace Management Systems, hybrid work, new technologies, system/data integration, Utilities, and more.
- Over 7 hours of dedicated networking opportunities over the course of 4 days.
- The chance to stay abreast of the latest trends from industry leaders as well as learn first-hand about actual end-user experiences from seasoned practitioners.

Cost

Travel costs	\$
Accommodation (4 nights at \$159/night)*	\$636
Meals (5 days at \$XXX)**	\$
Registration (for 3 days + pre-conference session)	\$835
Ground Transportation (rideshare/taxi ~\$100 - \$200)	\$100-\$200
Total cost to attend:	\$

**Hotel costs do not include applicable taxes. This is a conference block negotiated hotel rate.*

***Four breakfasts, three lunches, one reception and one dinner reception provided. (Tuesday - Friday)*

****Registration rates vary by regular and late registration options.*

Supporting Documentation:

Brochure Testimonials, Highlights and General Agenda

I hope you agree that the CFTA Conference is a good investment of time and resources that will benefit our department and institution as a whole. Thank you for considering this request.