Dear [Manager/Supervisor’s Name]:

The 2018 Campus FM Technology Association (CFTA) Conference is July 31 – August 3in Columbus, Ohio. 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 The Ohio State facilities. 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:

* One full day of pre-conference technical sessions on the latest FM technologies and trends led by world leaders in FM technologies.
* Over 20 breakout sessions led by universities and facilities management solutions innovators. Topics include BIM, CAD, document management, GIS, integrated workplace management systems, national standards, new technologies, space information and management, system/data integration, utilities, and more.
* Approximately 7 hours of networking (excluding meals and breaks). Dedicated networking time promotes developing relationships and building contacts for future collaborations.
* 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                                                                                         |  $XXX |
| Accommodation (4 nights at $189/night)\*                              | $756 |
| Meals (5 days at $XXX)\*\*                                                       | $XXX |
| Registration (for 3 days + pre-conference session)                                               | $645-$745 |
| Transportation (taxis ~$100 / rental car $200) | $100-$200 |
| ***Total cost to attend:*** | **$X,XXX** |

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

*\*\*Four breakfasts and 3 lunches provided
\*\*\*Registration rates vary by early (2/28), regular (6/30), and late (7/26) registration options.*

**Supporting Documentation**

Attached you will find the conference flyer, 2017 conference attendee overview, and the 2017 conference agenda. The 2018 conference materials will be published in the spring.

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.

[your name here]