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Request to Attend the CAMX 2021 Conference and Exhibition

Date:

From: (Your name)

To: (Supervisor/Manager)

Subject: Request to Attend CAMX 2021 Conference and Exhibition

Dear [insert name],

I am requesting your approval to attend the [CAMX 2021 Conference and Exhibition](#) taking place October 19-21 in Dallas, Texas. CAMX—the Composites and Advanced Materials Expo—is the largest, most comprehensive composites and advanced materials event in North America for products, solutions, networking, and advanced industry thinking.

Why should I attend CAMX 2021? [for the sections you choose, put a subset of your program review and exhibition targeting here]

1. CAMX is the only composites and advanced materials event happening this year, so I would like to get business done and discover the latest in the industry.
2. This will allow me to directly engage and network with domestic and international buyers, manufacturers, and suppliers - spanning the Aerospace/Aircraft, Automotive, Marine, Energy, and many other industries.
 - a. Highlight the value of the exhibitions (specific exhibitors that supply products and information for products you already use or looking for products that will satisfy an existing objective, asking for POCs in other companies you might want to talk to)
 - b. Highlight the value of networking (some supervisors think networking is about looking for another job; if they don't want to lose you, then you need to include some reassurance)
3. Industry experts will be presenting technology challenges and solutions they have uncovered – what better way to advance my knowledge and move forward in meeting our organization's project goals than learning these solutions first-hand.
4. With over 100 technical presentations, and the opportunity to network with the industry's top exhibiting companies, potential solutions *are* available. [note this focuses only on problems/solutions, but understanding the technical content well enough to know whether it's likely to be useful is important too]
5. Highlight the value from the CAMX conference program (<https://www.thecamx.org/conference-program/>), highlight specific presentations you'd like to attend and how they relate to your work (technical, sales, other)

CAMX provides a great blend of education, innovations, technology solutions, and networking opportunities for everyone. If you're not sure, check out the CAMX [website](#) for more details.

Below is the approximate cost of attending for your review:

Registration: Starting at \$ 895 Full Conference Access Pass (<https://www.thecamx.org/registration/>)

Per Diem

Staff Hours: Total XX / conference 24, X hours traveling

Meals: \$ 55 / day x3 = \$165

Airfare: \$ xx

Transportation: \$ xx

Total: \$ xx

I think you'll agree that this is a small investment when we consider the value I will bring back. Thank you for your consideration and support of my professional development – I look forward to hearing from you!

Best Regards,

[insert your name]