

*Customize this letter/email to appropriately fit your needs/Suggest adding final draft to company letterhead*

## **Request to Attend the CAMX 2022 Conference and Exhibition**

Date:

From: (Your name)

To: (Supervisor/Manager)

Subject: Request to Attend CAMX 2022 Conference and Exhibition

Dear [insert name],

I am requesting your approval to attend the CAMX 2022 Conference and Exhibition taking place October 17-20 in Anaheim, California.

CAMX—the Composites and Advanced Materials Expo—is the largest, most comprehensive composites and advanced materials event in North America. The event is one of the best opportunities for a business like ours to find solutions, shop products, network with potential partners, and learn the latest best practices. Because of this, I think sending me as a representative could be beneficial for the entire business.

Here are a few specific reasons why I should attend CAMX 2022: *[for the sections you choose, put a subset of your program review and exhibition targeting here]*

1. With thousands of attendees and hundreds of exhibitors, I will have the chance to get business done with leading organizations and discover potential partners we would not connect with otherwise.
2. I will directly engage with domestic and international buyers, manufacturers, and suppliers spanning Aerospace/Aircraft, Automotive, Defense, and Renewable Energy industries. Benefits of engaging with these exhibitors include:
  - a. Obtaining contact info for POCs of other companies
  - b. Watching live manufacturing demonstrations
  - c. Interacting with products in person before making purchase decisions
  - d. Finding new ideas to improve efficiency for our current practices
3. Every year at CAMX, education sessions, technical presentations, and topic-expert speakers provide unique learning experiences for professionals in the industry. This year, there will be a focus on addressing supply chain issues as well as incorporating new technologies to improve sustainability. This can be a great way to learn solutions first-hand and help our organization meet project goals.
4. Specific topics that will be discussed at this year's CAMX include:

- a. The impact of partners in the supply chain on composites and advanced materials
- b. Intelligent packaging and inventory management solutions
- c. Custom examples of applied technology for manufacturing partners
- d. Framing policy issues and needed changes
- e. Recommendations for supply chain and logistics management
- f. Adoption of thermoplastic materials

CAMX focuses on education, innovations, technology solutions, and networking opportunities for everyone who attends. Check out the [CAMX website](#) for more details.

Below is the approximate cost of attending for your review:

**Registration**

Starting at \$75 for an Exhibit Hall 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]