

## Approval Letter

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

I am reaching out to formally request approval to attend BOILER 2024, taking place May 1-3 2024, at the Gaylord Rockies in Aurora, CO outside of Denver. I have reviewed the educational sessions and list of exhibiting companies and feel attending would be a major benefit as the event aligns directly to priorities in our department: \_\_\_\_\_.

Unlike other events which charge up over \$1,000 to attend, registration for BOILER 2024 is under \$500 to purchase an All-Access pass. I will have the opportunity to experience:

- 15 educational sessions on variety of boiler related topics.
- Two boiler room tours and mobile boiler parking lot with the latest boiler technology in action.
- Approximately 100 of the leading manufacturers of boilers, burners, and all major components addressing all boiler room challenges and opportunities.
- Numerous one-on-one opportunities to engage with experts throughout the boiler industry

The presentations that I plan to attend and find to be the most relevant include:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

I have reviewed the exhibit list and identified several solution providers that I would like to visit and evaluate. Some key exhibitors include: \_\_\_\_\_.

I am seeking approval for travel expenses to attend BOILER 2024. Registration includes networking activities, educational sessions, and entry into the expo hall. I will also receive access to the conference proceedings after the event takes place. Here is my proposed expense list:

Registration: \$ \_\_\_\_\_

Airfare: \$ \_\_\_\_\_

Hotel: \$ \_\_\_\_\_

Transportation: \$ \_\_\_\_\_

Meals: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

My attendance will benefit the entire team as I plan on sharing a post-event report to relay learnings, recommendations, and suggested action items. I am requesting the opportunity to review materials with you and discuss how we can leverage them for further training of our team.

Thank you for your consideration and I look forward to hearing back from you.

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_

## Benefits Summary

3 personal goals for attending the event that will benefit my position and my company:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I plan to attend the sessions listed below and achieve the specified goals.

Session Title:	Key Takeaways Desired:

Between conference sessions, the education continues throughout the expo hall floor. Exhibitors are there to learn about your challenges and provide solutions. Special sessions will also be taking place in the expo hall, focused on innovative technology and trends to help end-users solve their current and future issues. I plan to visit the exhibitors listed below.

Exhibitor:	Key Takeaways Desired:

## Cost Calculator

<b>Registration Fee</b> Meal vouchers may be included in our registration depending on your registration level.	
<b>Flight</b>	
<b>Hotel Accommodations</b> BOILER 2024 has secured a block of hotel rooms at a reduced rate for the event. Rooms at the group rate are limited and available on a first come, first-serve basis.	
<b>Ground Transportation/Parking</b>	
<b>Meals</b> Be sure to account for meal vouchers that may be included in your registration, if All-Access pass registration is secured.	
<b>Miscellaneous</b>	
<b>Total:</b>	