



To: < Insert Supervisor name >

Date: < Insert date >

Subject: Attending FlexPack PLACE 2024

I'd like to get your approval to attend FlexPack PLACE, April 14 –17, 2024, in San Diego, CA, a biennial conference bringing together the entire flexible packaging supply chain serving multiple key industries. Since this event only occurs every two years, this opportunity will not come up again until 2026. There is no other industry event where I will have the opportunity to learn the essential information that I need to get the most out of our current (and future) products and technologies. I'll have access to industry experts to help grow my skills and knowledge, increase productivity, and learn about the newest advancements in the areas of sustainability, recycling, additives, bio-based packaging and more.

I'll be able to choose from multiple sessions (technical, educational, panels, and keynotes) and tailor my schedule to attend the sessions that directly apply to my work. I will also be able to network with various subject matter experts and colleagues who face similar day-to-day challenges. I will choose each presentation because it directly relates to our current needs.

In addition to the sessions, FlexPack PLACE includes an exhibit area and a new Technology Showcase where I can identify new products, potential solutions, and/or customers that could lead to new business, all in one location.

I plan to achieve the following three objectives:

- Objective 1: \_\_\_\_\_
- Objective 2: \_\_\_\_\_
- Objective 3: \_\_\_\_\_

I am seeking approval for registration fees, travel expenses to the conference, and hotel accommodations during the event. If I register before March 14, 2024, I can benefit from the early-bird rates, significantly reducing costs. The full-price conference fee is \$1,275 for TAPPI members, \$1,705 for nonmembers, or \$1,463 if I become a member and register. Listed below is a detailed cost breakdown: *pull from cost-benefit worksheet*

Registration: \$ < Insert cost >

Airfare: \$ < Insert cost >

Hotel: \$ < Insert cost >

Transportation: \$ < Insert cost >

Meals: \$ < Insert cost >

Other expenses: \$ < Insert cost >

The total cost associated with attending the FlexPack PLACE is: \$ < Insert cost >

Attending FlexPack PLACE will have huge value for me and < insert company, department, or organization here >. I look forward to bringing the knowledge I gain back to <the company/my team/our clients >. Please let me know if you have any questions and thank you in advance for your support.

Sincerely,

< Insert your name >