

Subject: Request to Attend GlassBuild America 2022

Dear <***Decision-Maker Name***>,

I would like to request approval to attend GlassBuild America 2022 - is the largest annual gather place for the entire glass, window, and door industries in North America - from October 18-20, 2022 at the Las Vegas Convention Center in Las Vegas. The event offers three full-days of exhibits, education programs and valuable networking opportunities and is highly regarded as the industry's leading forum for those involved in the window and door industry. GlassBuild America will enable me to see the latest and greatest innovative solutions, develop my technical skills, and expand my knowledge of best practices in our industry.

I can also attend a number of special events and educational sessions that are directly applicable to my work and will allow me to safely network with a variety of manufacturing experts and colleagues from the U.S. and around the world. The sessions are presented by leading industry speakers and cover a number of technical and managerial topics as well as emerging trends relevant to our business.

If I attend I'll experience:

- **400+ leading equipment and service providers**
- **Exhibitor product demos**
- **Daily complimentary keynotes and panel discussions**
- **Dozens of game changing education sessions and forums**
- **High-level networking opportunities on and off the show floor**

The approximate investment for my attendance is as follows (***complete the information as appropriate***):

Travel costs: <\$XXXX> (Airfare, public transportation, car/gas allowance, etc.)

Accommodations: 4 nights at <\$XXX> per night

Meals: 4 days at <\$XXX>

Registration Fee: <\$XXX>

FREE if attending expo-only and register before

October 17, 2022

Conference/Education Sessions Fee: <\$XXX>

Total cost to attend:

**Glassbuild American has specially negotiated hotel rates for attendees at various Las Vegas hotels.*

I look forward to bringing my key takeaways back to implement and share with my colleagues. I will compile a short presentation covering presentation notes, useful vendor product information, new contacts made and a proposal for implementing new ideas that will benefit our team. I will also make any event and exhibitor materials available to my colleagues.

I assure you that my attendance at GlassBuild America 2022 is a wise investment. Thank you for your consideration.

Sincerely,

(your name here)