

Need help obtaining approval to attend this year's Dynamic Risk Partners' Conference? The content below may help you. Customize it as you require to share with management to show them the value you will receive.

\*\*\*

I would like to attend the 2018 Dynamic Risk Partners' Conference in Calgary on November 8 at the Engineered Air Theatre in downtown Calgary.

The conference theme is "Your Journey to Integrity Management Excellence" and it is the premier event for Dynamic Risk partners like us. This year's agenda focuses on subjects that are very relevant to my job challenges right now.

The conference features many guest speakers including representatives from peer organizations Jupiter Resources, Pembina and Plains Midstream. I will also learn about Dynamic Risk corporate, product, and services updates.

Networking with potential prospects and existing clients will be key to the success of attending. I plan to meet with \_\_\_\_\_ at the conference < insert contact names names >

I will share a debrief with you and my team within 3 business days of the event. It will include

- Conference focus/topics
- Key contacts that I engaged with
- Sessions attended
- Learnings that can be leveraged to improve our integrity management program

There is no cost to attend the Conference beyond my out of office time, and travel and accommodation (if applicable). I estimate the total cost for my attendance at the conference to be <fill in the blank>.

Here is my *estimated* breakdown of conference costs:

Airfare:

Transportation:

Hotel:

Meals:

Total :

If approved my expenses will be submitted no later than 2 weeks after my return from the conference.

I am confident you will see this as a worthwhile investment. It is an opportunity for me to network with industry vendors, meet with speakers, peer organizations, attend valuable educational sessions and gain specific industry knowledge

Sincerely,

Date: