**MEA Electric Operations Technical & Leadership Summit: Proposal to Attend**

Re: MEA Electric Summit 2020

Dear [MANAGER NAME],

I would like to request approval to attend MEA Energy Association’s annual Electric Operations Technical & Leadership Summit May 6-8, 2020 in Iowa City, IA. A community of over 350 utility experts from the greater Midwest area will be there to learn and share successful practices as well as innovative solutions. Nine out of 10 past attendees say they would recommend this industry event to a colleague based on the overall value and opportunity to connect with peers. Post-event surveys of past attendees include comments such as:

*“All of the sessions I attended were very beneficial and some of the exhibitors will have a huge impact on our department.”*

*“I learn something new every time I attend.”*

*“ Great conference – networking opportunities at this event are invaluable and vendors have a lot to offer”*

The summit offers over 50 hours of breakout session choices and the opportunity to see more than 60 technology and electric vendors in one location at one time. In particular, I’d like to focus on finding solutions and successful practices that could benefit:

* [add project or initiative related to your responsibilities]
* [add project or initiative related to your responsibilities]

In addition to learning from a variety of industry experts during the two and a half days of educational sessions, I will be able to connect and learn from peers in roles similar to mine who could be a resource for future collaboration and growth. When I return, I will schedule a post-event meeting with you to provide a summary of the major takeaways so we can maximize the organization’s investment by sharing relevant information with key personnel.

**Here’s an approximate breakdown of attendance costs:**

 Airfare or Mileage: $ [ ]

 Transportation (roundtrip airport to/from hotel): $ 25.00

 Hotel (two nights at $137 ea. excluding tax & fees): $ 274.00

Non-Conference Meals\*: $ [ ]

 Conference Registration Fee (attendee member rate)\*\*: $ 435.00

 **Total: $ [ ]**

*\*Registration fee includes Wed dinner, Thu breakfast and lunch, Fri breakfast*

*\*\*Non-member attendee rate is $735.00*

Please note: ***the earlier I register, the less it will cost*** since I can monitor travel costs and book at the discounted hotel rate (cut-off is April 14).

Thank you for considering my request and I look forward to your reply.

Regards,