**CONFERENCE JUSTIFICATION LETTER**

TO:

FROM:

SUBJECT: Requesting approval to attend The ENFOS Experience 2017 Conference

DATE:

CC:

With your approval, I’d like to attend the upcoming ENFOS Experience 2017 Conference. It’s happening September 14-15th, 2017 in Chicago. Here’s why:

The ENFOS Experience is known for being the leading conference on environmental liability management. It attracts some of the top industry leaders as attendees and speakers, and provides a space for sharing and discussing some of the most cutting-edge approaches in the remediation management and ARO fields.

The knowledge-sharing and networking opportunities alone are worth the price of admission, while the presentations this year are centered around the theme of “Business Intelligence: Driving Performance Through Data”.

This conference brings together executives, project managers, finance managers, data scientists, and other environmental professionals.  Regardless of their role, all attendees leave with new and fresh strategies, ideas, and approaches to environmental business management, particularly around remediation and asset retirement obligations.

**Conference Highlights:**

* Only remediation conference focused on business intelligence and performance improvement
* Expecting approximately 150 attendees from industry, government, and service providers
* ENFOS solution breakout sessions focusing on leveraging portfolio, project, and technical data
* Interactive Q&A sessions with speakers and attendees
* Networking opportunities with leaders in environmental liability management
* Venue is at the world-renowned The Langham Chicago

Together, these benefits justify the $2,068 investment in this conference. Here’s a breakdown:

Airfare (estimated): $500

The Langham Chicago (discounted rate for 2 nights): $718

Registration fee (early bird): $850

Total: $2,068

Please let me know by **\*Date\*** if I have your approval so that I can secure travel plans and arrangements.

Thank you for considering my request. Let’s not miss it.

I look forward to your reply.