

Sample Document: *Justify Your Attendance*

Adapt the Message for you to use to justify your CONSTRUCT attendance.

Instructions: *Simply copy and paste the document into an email or Word document and fill in the highlighted portions.*

Subject: Request to Attend CONSTRUCT, October 3-5, 2018

Dear <Decision Maker Name>,

CONSTRUCT is holding their 2018 Conference and Expo on October 3-5, 2018 in Long Beach, CA. The three-day event offers the opportunity to share best practices, learn the latest in construction industry design and processes, specifications, contract administration and BPM education, see the latest in products and services, and network with industry peers from all disciplines.

I would like to request approval to attend, as it would allow me to broaden and update my knowledge regarding <insert job functions or title>.

By attending I'll receive:

- **3 Days of Learning.** With over 50 educational sessions to select from, I will spend 17 hours learning the latest in industry best practices, real tools to overcome common issues, and knowledge sharing with industry peers. Some of the speakers include **Paul Doherty, Brok Howard, and Rosa Sheng** – as well as over 70 other thought leaders and experts in the industry. The education is exceptional.
- **Earn up to 17 Hours of CEU's.** The educational program provides the ability for me to earn continuing education credits. By taking the sessions, I can earn CEUs/LU's/HSWs for AIA, BOMI, NARI and/or ICC. The AIA credits are accepted by CSI to fulfill their continuing education requirements as well. This will assist me in maintaining my <insert certification name> and will increasing my skill sets.
- **Invaluable Peer Networking.** I will be able to forge new relationships with other experienced and knowledgeable AEC industry professionals. This expanded network will connect me with others that have similar challenges, issues, and opportunities that I can learn from and reach out to in the future. These industry peers will be able to answer questions and provide new insights should issues arise in the future.
- **See the Latest in Products, Services and Technology.** With over 140 exhibiting manufacturers and suppliers in attendance, I will be able to see a variety of new products and services in one place. I can meet with our current companies to solidify our relationships, and address any concerns we may have. In addition, there will be live product demonstrations, as well as exhibitor-led educational sessions I can attend.

I will be able to meet and network with a variety of professionals, including Architects, Specifiers, Engineers, Project Managers, Contractors, Estimators, Product Reps, and more. I

feel attending CONSTRUCT 2018 would be a great benefit to my position as <insert job title>. When I return from CONSTRUCT I will be able to share new ideas and skills that we could implement right away. This benefits the company as a whole in better documents, less mistakes and reduced risk.

The approximate investment for my attendance is as follows:

- Registration Fee: \$ _____, which includes _____
(Find the current rates here: <https://www.constructshow.com/en/register.html>)
- Air or Ground Transportation to Long Beach, CA: \$ _____
LGB, SNA, and LAX are the closest airports to the convention center.
- Estimated Per Diem: \$173 x _____ days = _____
(\$173 is based on GSA FY 2018 Per Diem Rate for Los Angeles County, CA)
- Housing: \$ _____ x _____ days = _____
(Rates range from \$229 to \$249 per night plus tax and resort fees, if applicable. Visit <https://www.constructshow.com/en/travel/housing.html> for rates.)

Total Investment Cost: \$ _____

Here is an example of just a few sessions that I can attend.

- Construction Ethics: Making Good Choices
- Gauged Porcelain Tile: The Birth of a Product Category
- Quality MEP/FP Constructability Concerns: A Guideline for BIM & The Building Envelope
- Accessibility: A Real-World View of Recurrent Non-Complying Elements
- The Complete Wall Hands-On Workshop: Maintaining Continuous Insulation & Air Barriers at Transitions
- Bid Day Simulator: Where the Documents Meet the \$\$\$
- Essentials of Conflict Resolution: Why We Fight & What to Do About It
- Challenges of Resiliency: Resilient Design from Policy to Specifications
- System Performance: Warranties for Better Buildings
- Best Practice Designs for Cost Effective Approaches to ZNE in Commercial Building Enclosures
- Can the Internet Shake Your Hand? - Maximizing Your Product Rep Relationship
- Understanding and Ending Moisture Related Flooring Problems
- Design-Assist Panel: Overcoming Challenges
- From Fiber to Buildings: Understanding the Design and Performance of Mass Timber Structures
- Using Specifications to Bridge the Gap Between Design & Construction
- POWER PANEL--Millennials as Successors: Misconceptions & Realities - Hear it from them!

Thank you for your consideration. You can find additional information on CONSTRUCT 2018 at www.CONSTRUCTshow.com.

<Insert Standard Sign Off>