**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 9-11, 2019**

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

CONSTRUCT is holding their 2019 AEC Educational Program and Expo on October 9-11, 2019 in National Harbor, MD. CONSTRUCT provides a platform for exploring and refining innovative solutions to solve complex problems facing the AEC industry.

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>.

The benefits of attending include:

* **3 Days of Learning.** During the three-day educational program and two-day expo, I can select from up to 50\* educational sessions on timely topics ranging from design and building science and performance to project management, specifications and construction documents. In addition, I can earn up to 18 hours of continuing education credits from AIA, BOMI, GBCI, IIBEC, ICC, and/or NARI. The AIA credits are also accepted by CSI to fulfill their continuing education requirements. This will assist me in maintaining my **<insert certification name>** and will increase my skill set. Some of the featured speakers include Paul Doherty, Beth Stroshane, Marc Chavez, Lane Beougher, Cherise Lakeside and Joseph Lstiburek, PhD, as well as over 65 other thought leaders and experts in the industry.
* **Invaluable Peer-to-Peer Engagement.** I will be able to forge new relationships with other experienced and knowledgeable AEC industry professionals in all disciplines, including Architects, Specifiers, Engineers, Project Managers, Contractors, Estimators, Product Reps, and more. 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, as I encounter challenges in the future.
* **The Latest in Products, Services and Technology.** With over 175 exhibiting manufacturers and suppliers, I will be able to see a variety of new products and services in one place. I can also meet with our current vendors 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 feel attending CONSTRUCT 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.

**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>)

\*Full Education Pass required to attend sessions.

* Air or Ground Transportation to National Harbor, MD: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ronald Reagan Washington National Airport (DCA) is the closest airport to the convention center.

* Estimated Per Diem: $76\_ x \_\_\_\_ days = \_\_\_\_\_\_\_

($76 is based on GSA FY 2019 Per Diem Rate for the National Harbor, MD area)

* Hotel: $\_\_\_\_\_\_\_ x \_\_\_\_\_\_\_ days = \_ \_\_\_\_\_\_\_\_\_\_\_

(The Gaylord Resort rate is $229 per night plus tax and resort fees, if applicable. Visit <https://www.constructshow.com/en/travel/housing.html> for rates.)

**Total Investment Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Thank you for your consideration. You can find additional information on CONSTRUCT 2019 at [www.CONSTRUCTshow.com](http://www.CONSTRUCTshow.com).

<Insert Standard Sign Off>