

Memo to:

From:

Date:

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I'm writing to ask for approval to attend Intermodal EXPO, September 12 – 14 in Long Beach, California. It is the only event that represents the entire intermodal freight supply chain from end-to-end. I am confident that the people I need to meet to generate new business and the knowledge I need to enhance our organizational development will be found at this event.

Over the course of 3 days, Intermodal EXPO will provide:

- Industry experts sharing their insights and experience on the important issues and trends shaping the future of intermodal.
- Exhibitors representing equipment, products and services for the intermodal transportation industry and over 8 hours of exclusive Exhibit Hall hours.
- The opportunity to connect with people from specific companies that could positively impact our organization.

I've reviewed the educational sessions and have included a list of ones I'd like to attend below. I strongly feel that these sessions are directly relevant to my role and responsibilities at this organization.

Session 1: \_\_\_\_\_  
Session 2: \_\_\_\_\_  
Session 3: \_\_\_\_\_  
Session 4: \_\_\_\_\_  
Session 5: \_\_\_\_\_  
Session 6: \_\_\_\_\_

I've included a summary of estimated expenses below.

Conference Registration <i>(\$750 Member rate before 7/2; \$995 Nonmember rate before 7/2)</i>	\$
Airfare	\$
Transportation <i>(Roundtrip – taxi: \$)</i>	\$
Hotel <i>(Nightly rate: \$ plus tax and fees) *</i>	\$
Meals and Other Expenses **	\$
<b>Projected Total Cost</b>	<b>\$</b>

I'd like to register before hotel and registration discounts expire. I'll be sure to submit a post-conference report that will include an executive summary, major takeaways, tips, and a set of recommendations to maximize our current supply chain processes.

\*Rates available only if I reserve my room through EXPO by the specified reservation deadlines.

\*\*Breakfast, lunch, and appetizers at the evening receptions are included in the conference rate so I will only have to pay for dinner.