

[Copy and paste on to your company letterhead]

To: [Manager name]
From: [Your name]
Re: PPSA Safety and Health Conference

I am requesting approval to attend the Pulp and Paper Safety Associations Safety and Health Conference , June 14- 17 2020 in Orlando, FL.

As a safety professional I am expected to have expertise in environmental management, ergonomics, industrial hygiene, product safety, Workers' Compensation, construction safety and organizational management, in addition to the more traditional aspects of safety management and engineering. The PPSA safety and health conference encompasses all this and so much more.

I believe my attendance will be a cost-effective investment for the company. For three days, I will be engrossed in almost 25 hours of education. I will attend multiple sessions, panels, networking events, and interact with fellow professionals. I am especially interested in the topics relevant to our company's situation, such as:

[Session 1 Name Here]

[Session 2 Name Here]

[Session 3 Name Here]

Additionally, if we register before May 5th we receive the early bird registration rates. The earlier we register, the better the savings.

Over 150 safety professionals will come together to learn about best practices, case studies and the latest technology. The conference has been providing introductory, intermediate and advanced level training for professionals over the past _____ years and is known for providing first-class education and training - it is truly the industry's "must-attend" event.

Upon return, I will host an "Everything I have learned at PPSA" presentation. This will allow me to share best practices and lessons learned from leading experts and practitioners in the field in order for others to benefit from my conference experience as well.

My goal is to constantly grow as an individual and I strive to become a more proficient safety professional. I hope you agree that my professional development and increased safety knowledge is a worthwhile investment to our organization.

Thank you for your consideration,

(insert name here)

Professional Development Request

Submission Date: *(insert date here)*

Name: *(insert name here)*

Dates: Number of Days: *(average 4 days)*

Number of Nights: *(average 3 nights)*

Website: www.ppsa.org

What events/programs/activities will be taking place in your area during this time, and who will cover them in your absence?

(insert here)

Costs

Airfare: *(average cost \$300, insert here)*

Hotel: *(average cost per night \$225, insert here)*

Meals: Lunch included Monday & Tuesday *(average cost \$50 per day, insert here)*

Other: *(insert cost here)*

Fees

Registration: *(cost based on registration date)*

Pre or Post Conference Courses: *(costs range from \$300-\$1500 per course)*

Additional Conference Enhancements: *(costs range from \$45-\$165)*

Total Cost: *(insert cost here)*

Supervisor Review

- Professional Certification
- Professional Development
- Work Required

Approvals

- Approved
- Not Approved

_____ Supervisor _____ Date

- Approved
- Not Approved

_____ Supervisor _____ Date

Notes:

Upon Return

1. What sessions/classes/workshops or events did you attend?

2. What did you learn in each session?

3. How will you use the information gained?

4. What other information did you gain that can be used or passed on to others?