

[Your Manager's Name Here],

The 2018 ISN CONNECT Conference will be held May 1 & 2, 2018 in Dallas, Texas. I would like to request your approval to attend this conference. Below are a few of the key reasons why it will be beneficial for me to attend.

NEW TOOLS AND PROCESS IMPROVEMENT: The administration of ISNworld is important to my role within the organization. ISN will provide presentations on the latest functionality enhancements and best practices from contractor customers and Hiring Clients.

NETWORKING: Over 2,000 attendees participated in the last conference, including professionals from the oil and gas, mining, utilities, healthcare, pharmaceutical, manufacturing and food/agriculture industries.

BREAKOUT SESSIONS: The conference will feature various breakout sessions including best practice forums, panels and workshops from industry leaders, regulatory representatives and the ISN Team.

SPEAKERS: Previous speakers and panelists have included leadership from the following companies: Agrium, Bristol-Myers Squibb, ConAgra Foods, Devon Energy, Encana, Georgia-Pacific, Johnson & Johnson, Kinder Morgan, L'Oréal, NuStar Energy, Ontario Power Generation, OSHA Region VI, Summit Energy Services, Tervita, and Valero.

TRAINING: During the conference, ISN also offers additional opportunities to expand my knowledge of the system, including guided labs and stations demonstrating in-depth overviews of new and existing functionality and one-on-one individual guidance on our company's ISNworld account during Help Desk sessions.

BENCHMARKING METRICS: ISN publishes a series of benchmarking reports that deliver key metrics enabling Hiring Clients and contractor customers to identify areas of achievement and improvement within their respective fields. Breakout sessions covering these metrics will be provided during the conference.

CONTINUING EDUCATION: Attendees are eligible to earn Continuing Education Units (CEU), Certification Maintenance Points (CMP) and Continuing Professional Development (CPD) by attending both days of the conference.

The 2018 ISN CONNECT Conference is a one-and-a-half-day event; therefore, my absence from the office would be minimal. There is no additional fee to attend the conference as it is included within our ISNworld subscription. Please consider my request to attend and the benefits provided to our company. I look forward to your feedback.

Regards,
[Your Name]