**Subject: Request to Attend AFS FiltCon 2018**

Dear **[manager name]***,*

I would like to request approval to attend AFS FiltCon 2018 – a world class event held annually, at different locations within the USA - from April 23 – 25, 2018, at the Mystic Lake Conference Center in Prior Lake, MN. This broad format conference is designed to appeal to the needs of end-users, academic interested, and corporate professionals alike.

AFS FiltCon covers a wide range of markets, applications, filter media and filtration devices. Unlike topical conferences that consist of three (3) tracks, AFS FiltCon will feature FOUR (4) tracks. Two tracks offer applications focused presentations, and two tracks feature technology focused presentations. The sessions are presented by leading industry speakers and cover a number of technical topics as well as emerging trends relevant to our business.

AFS FiltCon also features booths to enable vendors to market their products and services. There is also a student poster competition and a popular Latest & Greatest session. I can also attend a number of networking events and educational sessions that are directly applicable to my work and will allow me to interact with a variety of filtration experts and colleagues from the U.S. and around the world.

If I attend I’ll experience:

* **6 plenary sessions**
	+ Dr. Subir Bhattacharjee, Water Planet Inc.
	+ Andy Fox, 3M
	+ Phil Rolchigo, Pentair
	+ Chao Tan, University of Waterloo
	+ David Pui, University of Minnesota
	+ Steve Riedel, Minnesota Trade Office, MN Department of Employment & Economic Development
* **24 technical sessions**
* **An expo featuring an estimated 55 booths**
* **High-level networking opportunities on and off the show floor**
* **Optional tours of University of Minnesota Particle Lab and TSI, Incorporated**

*\*AFS FiltCon 2018 has specially negotiated hotel rates for attendees at the Mystic Lake Conference Center & Resort*

I look forward to bringing my key takeaways back to implement and share with my colleagues. I will compile a short presentation covering session notes, useful vendor product information, new contacts made and a proposal for implementing new ideas that will benefit our team. I will also make any event and exhibitor materials available to my colleagues.

I assure you that my attendance at AFS FiltCon 2018 is a wise investment. Thank you for your consideration.

Sincerely,

**[your name here]**