**Request to Attend the Best Practices 2024 EXPO & Conference**

Dear **<Supervisor’s name>,**

I would like to attend the Best Practices 2024 EXPO & Conference, October 29-31, 2024 at Cobb Galleria Centre in Atlanta, Georgia. The show will feature the latest compressed air, blower, vacuum, pneumatics and cooling technologies. These three main topics at the event will benefit me in my work.

1. **Sustainability:** Learn to dramatically reduce energy and water consumption in plants through System Assessments.
2. **High-Quality and Safety**: Protect food products or high-tech equipment from contamination. Learn how to set a specification and verify compliance.
3. **Reliability:** Maximize Up-time through proper maintenance, sizing, system design and monitoring instrumentation.

There are three Attendance Options for all Budgets

1. FULL CONFERENCE attendees (cost $475 – *early registration*) receive access to all networking events, two conference tracks (up to 12 PDH Credits awarded) and EXPO events – PLUS the Compressed Air Challenge Level 1 Workshop.
2. EXPO-ONLY attendance (cost $50 - *early registration*) is a favorite for Distributor Sales Engineer Teams and for Manufacturing Production/Maintenance Teams and it includes:
   * Education at the New Technology EXPO Classroom
   * Make Discoveries and Solve Issues with leading global OEMs at the EXPO
   * Participate in the Daily EXPO $1,000 Energy Treasure Hunt RAFFLE! – limited to Sales Engineers, Service Techs and Manufacturing Personnel!
   * Connect with like-minded women at the Women in Compressed Air, Vacuum & Cooling Networking Group Luncheon. Sponsored by Ingersoll Rand and Quincy Compressor.
   * Meet new connections at the Networking Event at the host hotel.
3. CERTIFY your knowledge by taking the Certified Compressed Air System Specialist (CCASS) Exam offered by the Compressed Air & Gas Institute (CAGI). Register directly with CAGI (cost $275) at [cagi.org](http://www.cagi.org/) and receive the equivalent $ credit against the full conference fee.

Cost Estimate

Roundtrip Airfare **$**  
Transportation **$**  
Hotel\* **$**  
Meals **$**  
Conference Fee **$**

TOTAL **$**

## \* The [Renaissance Atlanta Waverly Hotel & Convention Center](https://www.marriott.com/en-us/hotels/atlrb-renaissance-atlanta-waverly-hotel-and-convention-center/overview/) is conveniently connected to the Cobb Galleria Centre. It is also within walking distance to The Battery Atlanta and Truist Park, the home of Atlanta’s baseball team. The discounted room rate is $229 per night, possibility of two beds per room.

I look forward to sharing and implementing what I learn at this event with my colleagues. My presentation notes, vendor information and new contacts will be presented to my team along with proposed ideas to benefit our company.

Thank you for considering support of my attendance at the Best Practices 2024 EXPO & Conference, October 29-31, 2024. More information can be found at <https://cabpexpo.com>

Sincerely,  
<**your name here**>