

# 2018 Professional Development Opportunity: Conference Attendance Request

Attention: \_\_\_\_\_

Title: \_\_\_\_\_

RE: Request to participate in ISA AD 2018

Submission Date: \_\_\_\_\_

## WHO?

For more than 70 years, **The International Society of Automation (ISA)** has served as the leading source of technical content and resources for automation professionals.

## WHEN & WHERE?

ISA will host its **2018 Analysis Division (AD) Symposium** in Galveston, Texas, with **training being held on the 22 & 26 April and the conference 23-25 April.**

## WHAT?

The 2018 technical conference program features **training courses** led by industry experts, **technical presentations**, a **vendor exhibition** showcasing a wide array of solution providers, as well as numerous **networking opportunities.**

This annual event is recognized as the outstanding forum for discussions of new and innovative analytical techniques, developments, and applications. A worldwide array of speakers and attendees alike will have the distinct opportunity to participate in informal discussions and social gatherings to acquire the latest information about analytical sciences.



## WHY?

**I would like to request approval to attend this conference!** I believe my participation in this event is critical to my professional development and would bring new ideas and approaches to my position and our organization.

### Topics/areas to be covered include:

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Chemical Analyzers  | <input type="checkbox"/> Maintenance    | <input type="checkbox"/> Gas Detectors       | <input type="checkbox"/> Validation/Calibration |
| <input type="checkbox"/> Systems Integration | <input type="checkbox"/> Spectroscopy   | <input type="checkbox"/> Sampling Systems    | <input type="checkbox"/> Environmental          |
| <input type="checkbox"/> Physical Properties | <input type="checkbox"/> Chromatography | <input type="checkbox"/> Emerging Technology |   |

CONTINUED ►

**HOW?**

I plan to **attend the following sessions** to obtain valuable information and strengthen my professional development.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I plan to **meet with the following exhibitors** to discuss potential process solutions for our organization’s operational efficiency and profitability.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

As available, session descriptions and a listing of exhibitors can be found at [www.isa.org/AD2018](http://www.isa.org/AD2018)

**INVESTMENT?**

**Projected investment** for attending ISA’s 2018 Analysis Division Symposium:

<b>Travel/Attendance</b>	<b>Amount</b>	<b>Description/Comments</b>
Conference Fees	\$	
Training Fees	\$	
Hotel	\$	
Airfare	\$	
Transportation	\$	
Meals	\$	
Miscellaneous	\$	
<b>Estimated Investment</b>	<b>\$</b>	

Through my attendance and the valuable knowledge I will be able to gain, this investment will show a potential return of increased productivity, more efficient practices, new insights/ideas, as well as possible proven solutions. Upon my return, I will also provide a trip report summary with key takeaways and recommended actions.

I would appreciate your approval of this request, and will ensure we get the full value out of my participation in this event.

Thank you for your review and consideration!

**Employee:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_