

2018 Professional Development Opportunity: Conference Attendance Request

Attention: _____

Title: _____

RE: Request to participate in ISA LDAR 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?

ISA's LDAR Symposium is the air compliance industry's **ONLY** conference **SOLEY** dedicated to sharing best practices for leak detection and repair and directed inspection and maintenance programs. It is the most **credible, technically-proven**, and **unbiased** education and networking event of its kind in the industry today.

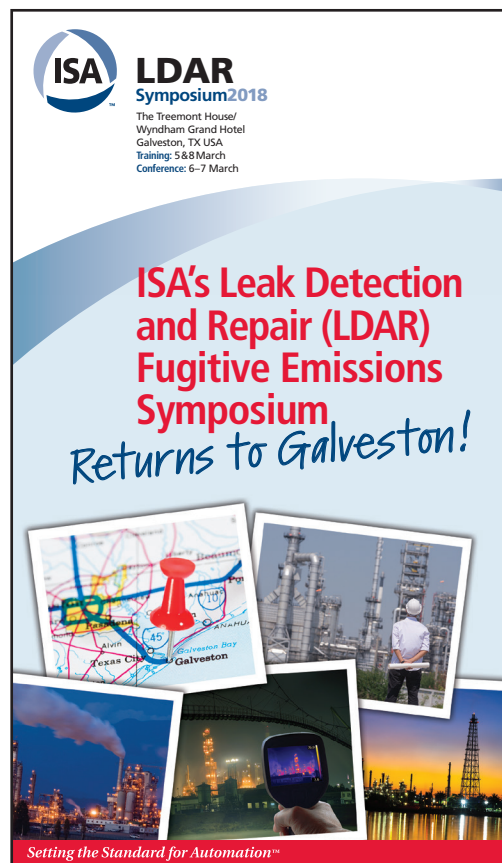
The 2018 technical conference program features **training courses** led by industry experts, **technical presentations**, a **vendor showcase exhibition**, as well as numerous **networking opportunities**.

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



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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

INVESTMENT?

Projected investment for attending ISA’s Analysis Division Symposium:

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

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:** _____