[Your Manager’s Name Here],

The **2015 ISN CONNECT Conference** will be held April 9 & 10 in Grapevine, Texas. I would like to request your approval to attend this biennial conference, as it is only offered every two years. 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 ISNetworld 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 1,800 attendees participated in the last conference, including professionals from the oil & gas, mining, manufacturing, chemical, pharmaceutical and other capital-intensive industries.

**Breakout Sessions:** The conference will feature more than 35 breakout sessions including best practice forums, panels and workshops from industry leaders, regulatory representatives and the ISN Team.

**Speakers:** President Bill Clinton, Founder of the Clinton Foundation & 42nd President of the United States will deliver the keynote address. Additional conference speakers include representatives from Agrium, Bristol-Myers Squibb, ConAgra Foods, Devon Energy, Encana, Georgia-Pacific, Kinder Morgan, L’Oréal, NuStar Energy, Ontario Power Generation, OSHA Region VI, Summit Energy Services, Tervita, Valero and many more.

**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 ISNetworld 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) and Certification Maintenance Points (CMP) by attending both days of the conference.

The 2015 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 ISNetworld subscription. Please consider my request to attend and the benefits provided to our company. I look forward to your feedback.

Regards,

[Your Name]