**To:**

**Sub:** Approval to Attend LinCP Forum

I would like your approval to attend the 10th Annual LinCP Forum, “*Don’t Wait, Innovate!” May 10-11*. This Forum is a unique opportunity for me to gain the knowledge and insight we need to identify enablers and barriers of innovation in the construction industry and how they could impact us and improve upon our current best practices.

This Forum offers comprehensive discussions focusing on programs that impressed me as being important to our organization’s current and future endeavors. Speakers include City of San Antonio Councilman, Roberto Trevino; UT Austin’s Construction Industry Institute (CII) Director, Shawn Mulva; and more!

While I realize our budget is tight this year, this Forum is a solid investment in our organization that will result in immediate and long-term benefits.

My objectives in attending this conference are:

* **Increase efficiencies and productivity, enhance performance to help the bottom line, and maximize our investment by sharing information and knowledge with you and our co-workers.**
* **Earn 12 CEU’s to maintain my professional licensure with participation in 3 Key Topics:**
	+ More Than A Building: Design, Resilency, Flexibility
	+ I Spy: Future Innovations, Culture, Planning Ahead
	+ The Bleeding Edge: Disruptive Innovations, New Technologies, Practical Implications
* **Network with my peers to benchmark and learn what they are doing to solve similar problems and launch innovative solutions.**
	+ Meet and Greet on May 9
	+ Exhibitor Only time through-out Forum
	+ Networking Breakfast on May 10 and 11
	+ Reception on May 10
	+ Facilitated table discussions and real-time audience report-out and engagement

The **LinCP Forum** is truly the best, most comprehensive educational investment we can make in our organization all year. Difficult times make it more important than ever that we not miss the information and knowledge that can help us build for a better tomorrow.

**If I register by March 23, I will save up to $50 on my registration fee.**  I hope you support my attendance.

Thank you for your consideration.

[Your name]