Date: Insert Date

To: Name

From: Your Name

**Subject: Request to attend PEMAC’s Asset Management Association of Canada’s Annual Conference MainTrain 2024**

I would like to request approval to attend the [MainTrain Conference](https://www.pemac.org/conference/2024) produced by PEMAC Asset Management Association of Canada from September 23rd - 25th, 2023 in Saint John, New Brunswick, Canada. This will be an in-person event.

PEMAC Asset Management Association of Canada is a national not-for-profit association providing global leadership, education and certification in world-class maintenance, reliability, and physical asset management practices.

MainTrain is Canada’s premier annual learning event and conference — developed by practitioners for practitioners — for asset management maintenance and reliability professionals. The learning outcomes from MainTrain 2024 will enhance my knowledge and help me deliver a measurable and positive impact on our company’s bottom line and competitive position.

The key learning takeaways include topics on Connecting, Learning and Contributing and how to create sustainable, effective, and evolving solutions that will increase our organization’s ROI.

Speakers will share insight into lowering asset management costs; increasing the lifecycle of key equipment; boosting production capacity and much more. The networking events PEMAC has organized will give me the chance to meet others in the industry, discuss challenges, opportunities, and insights. In total, I could receive approximately 50 hours of continuing professional development credits.

The anticipated expense for my attendance at the conference, covering registration, travel, and accommodation, is approximately $cost – see below for the breakdown. This assumes I register by the early bird deadline of June 1, 2024. I am confident that this proposed investment is cost-effective and will yield significant returns through improved knowledge, skill enhancement, and the fostering of valuable professional relationships.

I am choosing PEMAC’s MainTrain conference as it offers the very best professional development opportunity in North America – PEMAC’s mission is to provide the highest quality at the lowest price point for its members and the profession in Canada.

Thank you for your consideration.

Your Name

Your Title

Your Contact Information

**Breakdown of cost example:**
*(please update to reflect your actuals)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Cost Per Unit | # of Units | Tax | Total |
| Hotel | $219  | 3 Days | $121.55  | $778.55  |
| Conference Registration Early-Bird PEMAC Member (Regular $1495) | $1,095  | 1 | $164.25  | $1,259.25  |
| Sunday & Monday Dinner | $50  | 2 | $15  | $115.00  |
|
| Flight From Toronto (includes 10% AirCanada event discount)Flight From Toronto  | $469.80 | 1 | $171.81 | $641.61 |
| Taxi to and from airport  | $40  | 2 | $12  | $92  |
| Total  |   |   |   | **$2,886.41**  |