**Re: Request to Attend 2023 Annual Conference & Expo**

Hello \_\_\_\_\_\_\_\_\_\_,

I’m writing to seek approval to attend CWEA’s 2023 Annual Conference and Expo at the Town and Country Resort in San Diego, April 18-21. CWEA’s focus is on gathering the wastewater community so members can continue to learn and advance in their careers. There are multiple benefits to attending.

**Benefit #1 - Professional Contacts**

AC23 networking allows me to bring knowledge back from industry experts:

* **Utility Contacts:** Finding other utilities facing similar challenges to what we are facing. I'll develop connections so we can share knowledge and learn from their experience.
* **Vendors:** I'll meet with current vendors and new ones in the Expo to keep up-to-date and learn about breakthrough technologies.
* **Regulators:** State Water Board staff provide presentations and can help us clarify and understand current and future regulatory requirements.

**Benefit #2 - Continuing Professional Development**

AC23’s four days of training provide over 100 educational sessions and events. Over just four days, I can build my knowledge and skills, as well as gather the contact hours necessary for the certification(s)/license(s) I hold.

**Benefit #3 - Addressing Challenges Happening Right Now**

I will focus on AC23 sessions that can help us address challenges and I will look for new ideas to keep our agency on the cutting edge.

CWEA interviewed General Managers to learn about important topics. The program committee designed AC23 training around these key themes:

* Biosolids and innovative technologies
* Collection system maintenance and regulations
* Advanced treatment and nutrient removal
* Asset management and maintenance skills
* Laboratory regulations and systems
* Leadership and communication skills
* Water reuse technologies and regulations

**Benefit #4 – Value of in-person connections**

This year’s conference theme is “One Community. One Purpose.” I will bring back key contacts, knowledge, and technologies from AC23 and share them with my team. I look forward to connecting as one community with different skills and talents coming together to protect public health and the environment.

I want to be proactive in building my skills. I’m ready to level up and continue to advance in my career. AC23 is an outstanding opportunity.

By registering before the **early bird deadline on February 25th, we save $100.**

Sincerely,

**NAME**TITLEDEPARTMENT