**Re: Request to Attend AC24 Annual Conference & Expo**

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

I’m writing to seek approval to attend CWEA’s AC24 Annual Conference and Expo at the SAFE Credit Union Convention Center in Sacramento. This year’s conference theme is “Mission: Possible – A Sustainable Water Future Against All Odds.” The mission of AC24 is to educate, connect, and support CWEA members as we build the utilities of the future.

There are multiple benefits to attending.

**Benefit #1 Professional Contacts**

AC24 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 experiences.
* **Vendors:** With over 200 exhibitors,I'll meet with current and new vendors in the Expo to keep up-to-date and learn about breakthrough technologies.
* **Regulators:** State Water Board staff provide presentations that can help us clarify and understand current and future regulatory requirements.

**Benefit #2 Continuing Professional Development**

AC24 four days of training provide approximately 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 AC24 sessions that can help us address challenges and I will look for new ideas to keep our agency on the cutting edge.

The AC24 program committee designed training around these key themes:

* Biosolids and innovative technologies
* Collection system maintenance and WDR regulations
* Water reuse, advanced treatment, and nutrient removal
* Asset management and maintenance skills
* Laboratory regulations and implementation of TNI
* Leadership and communication skills

**Benefit #4 The Value of In-person Interactions**

I will bring back key contacts, knowledge, and technologies from AC24 and share them with my team. I look forward to connecting with as many clean water professionals as I can.

We all share and are passionate about the same shared mission - to protect public health and the environment.

I want to be proactive in building my skills and my career, and I’m ready to level up and continue to advance. AC24 is an outstanding opportunity for professional development.

By registering before the **early bird deadline on March 8th, we save $130.**

Sincerely,

**NAME**TITLEDEPARTMENT