Get Approval to Attend SOLAR 2024

To: [University Department, University Career Services, Your Manager]
From:

Re: Request for Approval: **ASES SOLAR 2024 Conference**

I would like to attend the American Solar Energy Society's [SOLAR 2024 conference](), taking place May 20-23, 2024, in Washington, DC.

The ASES National Solar Conference is America's leading and longest-standing conference on the emerging trends, technology, and opportunities shaping the new energy economy. The American Solar Energy Society's cutting-edge conference series introduces attendees to the leaders, innovators, and entrepreneurs moving the industry forward.

The conference will feature over 100 speakers, 11 technical sessions, seven plenaries and policy panels, three North American Board of Certified Energy Practitioners workshops, an annual awards banquet, a climate ride, dozens of posters displayed, and more.

Some of the benefits I expect to get from participating in SOLAR 2024 are:
1. Discover what's next in solar policy, microgrid resilience planning, and workforce development.
2. Share and discuss successful skills to assist in my personal and professional life.
3. Grow my network and connect with fellow ASES members who are industry peers, technical experts, educators, and overall supporters of a 100% renewable energy world!

Here is an approximate breakdown of the cost of attending. If I register by [Enter current rate expire date], we will save [enter dollar amount].

Registration:
Airfare:
Transportation:
Hotel:
Meals:
Total:

I will submit a trip report post-event that will include a brief summary of the conference and my learnings. I'd also be happy to share relevant information with other staff members and departments.

Thank you for your consideration, and I look forward to your reply.