

Subject: Request to Attend ARMS Reliability Summit 2019

Dear [Decision Maker Name],

I would like to request approval to attend the ARMS Reliability Summit that will take place March 26-29th in Austin, TX. The Conference offers 4 days of educational training, presentations, and mentoring from experienced industry practitioners. Unlike many industry conferences, the Reliability Summit is focused on giving attendees exposure to best-practice tools, methods, processes, frameworks, data, and technology – tangible takeaways that can actually be implemented to take our reliability and root cause analysis program to the next level.

The Reliability Summit (<http://armsreliabilitysummit.com/>) offers comprehensive, cutting-edge educational workshops presented by ARMS Reliability Experts. It covers a number of critical maintenance and reliability issues and emerging concepts facing our organization. In particular, I'd like to focus on finding solutions or best practices that could benefit these projects:

- [add project or initiative]
- [add project or initiative]
- [add project or initiative]

If I attend I'll receive:

Two full days of workshops to provide practical, hands-on training

The offerings include Root Cause Analysis Facilitator, Intro to Reliability, Reliability Quick Wins/ Change Management, Managing Reliability Centered Maintenance, Conducting a Reliability Maturity Assessment, RAMS/ RBD/ Availability Modeling, and how to Build, Deploy, and Manage Enterprise Maintenance Strategies.

A chance to catch up on the latest industry trends and best practices

I'll hear presentations, case studies and keynotes from expert speakers who are successfully implementing reliability and root cause analysis in their organizations, representing companies like ReliabilityWeb, Boeing, Olin, Metropolitan Transportation Authority and more.

Productive networking

Throughout the course of the four days there is time dedicated to networking so I'll have a chance to raise our profile, develop our relationships and contacts, and learn from the collective wisdom of the group.

Costs - The approximate investment for my attendance is as follows:

Travel Costs = [\$XXX]

Accommodation (4 nights at \$229+) = \$916 https://www.hyatt.com/en-US/hotel/texas/hyatt-regency-austin/ausra?corp_id=G-CARY

Registration Fee with Early Bird Discount= \$1,795

TOTAL = [\$XXX]

I believe the insights learned by attending Reliability Summit can help our efforts to reduce our maintenance costs, operating costs, and unplanned downtime. When I return from the ARMS Reliability Summit, I will compile a short presentation covering speakers, presentation notes, new contacts made and a proposal for implementing new ideas that will benefit our team. I will also make any conference materials available to my colleagues.

Thank you for your consideration.

[Add standard sign off]