# Why I Must Attend Texas PRIMA’s 2022 Annual Conference

[NAME],

I’m writing to ask for approval to attend Texas PRIMA’s 2022 Annual Conference, one of the leading public risk management events in the nation, being held November 13-16, 2022 at the Embassy Suites Hotel & Convention Center, Frisco, Texas.

At the conference, I will be able to choose from more than 40 educational sessions and conduct a year’s worth of business in a single day with more than 70 exhibitors at the event’s trade show. The information and ideas gained at this event will improve efficiency and effectiveness in our risk management processes and practices.

With in-person professional development coming to a halt over the last two years due to COVID-19, it’s imperative that I refresh existing skills and develop new ones in 2022. Attendance includes two-and-half days of learning and networking, sharing best practices, hands-on training, and an interactive environment where I can learn more about risk control, safety, leadership, workers’ compensation, and employee benefits—to name a few.

In particular, I’d like to focus on finding solutions or best practices we could use to improve these projects and initiatives:

* [add project or initiative]
* [add project or initiative]
* [add project or initiative]

By attending the conference, I will have a unique opportunity to interact directly with public risk management experts including risk and insurance consultants, attorneys, and thought leaders within the industry. This event is the most efficient way to gain a deeper understanding of how Texas PRIMA can help us accomplish our organization’s goals.

Here’s an approximate breakdown of conference costs:

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| --- | --- |
| Airfare: |  |
| Transportation: | $40 approximately (airport to hotel) |
| Hotel: | $169 + taxes per night (Embassy Suites) |
| Registration Fees: | $400 (Public Entity In-Person, Early Bird Rate) includes annual membership |

I’ll submit a post-conference report that will include an executive summary, key industry takeaways, best practice tips, and a set of recommendations. I can also share relevant information with key personnel throughout our entity.

Thank you for considering this request. I look forward to your reply. The earlier I make travel arrangements, the fewer expenses I will have.

Thank You,

[NAME]