



Date:

To:

From:

Subject: PEMAC's Annual Conference MainTrain 2019

I would like to request approval to attend the MainTrain Conference at the DoubleTree By Hilton Edmonton, September 16 to 19, 2019 in Edmonton, AB produced by PEMAC.

PEMAC, the Plant Engineering & Maintenance Association of Canada, is a national not-for-profit association providing global leadership, education and certification in world-class maintenance, reliability and physical asset management practices.

MainTrain is Canada's premier annual learning event and conference — developed by practitioners for practitioners — for asset management maintenance and reliability professionals. The learning outcomes from MainTrain 2019 will enhance my knowledge and help me deliver a measurable and positive impact on our company's bottom line and competitive position.

The key learning takeaways include topics on Connecting, Learning and Contributing and how to create sustainable, effective and evolving solutions that will increase our organization's ROI.

Speakers will share insight into lowering asset management costs; increasing the lifecycle of key equipment; boosting production capacity and much more. The daily evening events PEMAC has organized will give me the chance to meet others in the industry, discuss challenges, opportunities and insights. I am seeking our company's approval for the registration fee and travel expenses.

Here is a breakdown of conference costs:

Airfare	<add flight expense>	
Transportation	< enter other transportation costs>	
Hotel	<add number of days>	for \$159/night, 5% GST, 4% Tourism Levy and 3% DMF
Meals	Breakfast, lunch and one dinner are included in registration fee	<add additional meal costs if applicable>

	Member	Non Member
4 Days (early bird pricing by June 29 shown. After June 29 Member \$1475, Non-Mem \$1695)	\$1145	\$1475

The total cost based on the numbers above is: <add your estimate here>

MAINTRAIN EDMONTON 2019 SEPTEMBER 16-19

Maintenance, Reliability and Asset Management Conference
| DoubleTree by Hilton | Edmonton | events@pemac.org | MainTrain.ca



The MainTrain conference is the ideal opportunity for me to strengthen my skill set and make valuable contacts with others in our industry. Attendance at this conference can be considered part of our company's investment in the reliability and safety of our production assets. If you find it helpful, I am happy to provide a report following the conference to my colleagues with access to presenters and information shared at the event.

I am choosing PEMAC's MainTrain conference as it offers the very best professional development opportunity in North America – PEMAC's mission is to provide the highest quality at the lowest price point for its members and the profession in Canada.

Thank you for your consideration.

<your name>

<your title>