

Approval Letter

Date

Dear < Supervisor's Name > ,

I would like to attend the International Association of Emergency Managers (IAEM) 72nd Annual Conference & EMEX in Colorado Springs, Colorado, November 15 – 22, 2024, the premier event for emergency management professionals. The theme of this year's conference is "Emergency Management Ascending". The numerous sessions offered will allow me to expand my knowledge, skills and abilities that are directly applicable to my work. The conference will allow me to network with a variety of emergency management experts, colleagues and companies from around the world.

I plan to attend the following specific sessions to achieve my objectives, gain education and tools to bring back and implement within our organization. The complete program can be accessed at <https://www.iaem.org/Events/Event-Info/sessionaltcd/AC24/View-Program#>.

(List sessions you plan to attend as well as learning objectives and indicate how they will benefit you/your organization.)

Session 1: _____

Session 2: _____

Session 3: _____

(List as many sessions as you feel necessary)

According to the [EMEX/exhibitor list](#), the follow companies are planning to attend the conference and building a relationship with these companies would benefit our organization. *(List the names of companies you plan to visit and how they may be able to assist you/your organization. You can see the names of the companies by hovering over booth space that is already sold/unavailable.)*

Costs:

The **full registration** fee includes all sessions and entry into EMEX on Monday thru Wednesday; lunch on Monday, Tuesday and Wednesday; admittance into the Sunday Welcome Party and EMEX reception providing hors d'oeuvres and a cash bar on Monday; Tuesday breakfast; plus the Wednesday President's Banquet and Awards Ceremony which includes a plated dinner and cash bar. For a complete listing of all meals included

in the full registration rate click [here](https://www.iaem.org/usconf/Registration/Registration-Rates) and for the 2024 registration rates go to <https://www.iaem.org/usconf/Registration/Registration-Rates>.

Early Bird Registration fee by October 11, 2024 is.....\$ _____

Transportation (air, car rental, parking) is..... \$ _____

Lodging at the IAEM discounted group rate is.....\$ _____

Per diem is.....\$ _____

Total estimated cost associated with attending this conference is.....\$ _____

This opportunity for me to develop my skills and career in all areas related to emergency management, gain knowledge within specific areas of my responsibilities and network with other similar professionals makes my attendance at IAEM 72nd Annual Conference & EMEX a wise investment.

Sincerely,

<Your name>