Dear [Your Name],

I would like to request approval to attend the APMP Mid-Atlantic Conference (MAC), the largest, local proposal professional conference in the country. The event is being held on Monday, October 2, 2023 at the Gaylord National Harbor Resort & Convention Center in Oxon Hill, Maryland. This 1-day event is expected to gather hundreds of capture and proposal professionals from across the DMV, and will give me the opportunity to learn and leverage proven best practices for improving our efficiency.

MAC Speakers are the industry’s best and brightest; presenting strategies, case studies and lessons learned. Not only will I be able to learn from their experiences and gain new techniques, but I will also be able to meet and interact with these A-level experts and a wide range of other industry experts and peers in a single event.

The MAC’s concurrent tracks of over 15 curated sessions, panels and workshops deliver the current best practices, principles, tools, and actionable insights, all directly application to my work and our company’s goals. For example:

* The Human Spark: Igniting the Creative Fire Between “Ink and Algorithms” with Keynote Steve Aberle, co-founder of Rohirrim.
* AI-Assisted Proposal Development with APMP Fellow Robert Lohfeld, a three- time winner of Federal Computer Week’ s Federal 100 Award and author of six books on winning business in government.
* Emerging Leadership Principles for a Fast- Paced, Ever- Evolving World with Steve Gavatorta, a Group-Certified Professional Behavioral Analyst, and accredited Emotional Intelligence coach and trainer.

The MAC also includes a pre-conference Training Day, on Sunday, October 1st, where I can prepare for my APMP accreditation. Combined, I anticipate the MAC’s information, intel and networking will be a great opportunity for my professional development.

Registration for the conference is:

* APMP MAC 2023 Conference, Non-Member Registration is ($400), Member Registration is ($330)
* For APMP Members, APMP Foundation Level Certification Training with Exam is ($800) and without Exam is ($400)
* Expenses: Food and beverage are included for both days and travel is minimal, by car.

I request approval for the registration and/or membership fee plus travel costs. For your convenience, I have attached an estimated breakdown of the anticipated expenses.

Sincerely,

[Your Name]