

Dear \_\_\_\_\_,

I am sending you the following request to attend a conference this September in Kilkenny, focused on oil and plant reliability. Following a review of the conference agenda, case study topics and exhibitors, I believe the information I will take from attending the conference will benefit my role significantly within the company.

In the past, these conferences have been held outside of Ireland, making them unrealistic in terms of cost. Reliability Ireland's inaugural conference was held last year in Dublin, and following on from its success, it will now take place in the Lyrath Estate Hotel in Kilkenny on the 12<sup>th</sup> and 13<sup>th</sup> September 2017.

Reliability Ireland is bringing speakers from around the world that are considered market leaders in the industry. They will be providing advice on best practice techniques, current trends and developments in analysis.

Held over 2 days, the conference will give me an opportunity to network with my peers and learn from industry experts in service delivery. There will also be several presentations on cost-cutting strategies and technologies already benefitting the industry. Getting to hear about these case studies from similar situations we ourselves experience will be invaluable.

The full conference price per attendee is:

<b>Early Registration Fees</b>	<b>before 26<sup>th</sup> May 2017</b>	
a.		€ 440.00
<b>Standard Registration Fee</b>	<b>before 11<sup>th</sup> August 2017</b>	
b.		€ 550.00
<b>Late Registration Fees</b>	<b>after 11<sup>th</sup> August 2017</b>	
c.		€ 660.00

**Registration Fee includes:**

- Entrance to the Conference Sessions
- Entrance to the Exhibition
- Conference Documentation
- Lunch on Tuesday and Wednesday
- Tea/coffee during official breaks

**My estimated conference costs are:**

Flights: € \_\_\_\_\_  
Transportation: € \_\_\_\_\_  
Mileage: € \_\_\_\_\_  
Hotel: € \_\_\_\_\_  
Meals: € \_\_\_\_\_

I understand the exhibition space has been intentionally restricted to 16 stands, and these will be allocated to the market leaders in service delivery for the industry. I hope to meet with these exhibitors to assess potential opportunities for our business.

Please consider my request to attend Reliability Ireland 2017. I'm confident that we will receive a significant return on our investment.

Thank you for your consideration.

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