

Making the case to your supervisor for attending the ICC 2016 Annual Conference and Code Hearings

If you need help getting the support and funding needed to attend conference, use this sample *justification letter* to present to your supervisor outlining the costs and benefits of this event. Please consult the conference [registration page](#) for full conference details and fees. Remember, early-bird discount registration ends on September 9, 2016.

Subject: Approval to attend the 2016 International Code Council's Annual Conference and Group B Public Comment Hearings, October 16 – 26 | Kansas City Convention Center, Kansas City, Missouri

Dear< _____>

I would like your approval to attend [**conference name & date**]. This conference is a unique opportunity for me to gain the knowledge and insight we need to solve our daily and strategic challenges.

This conference offers a comprehensive menu of building and fire safety programs that impressed me as being important to our organization's current and future operations.

While I realize there are budget constraints to consider, this conference is a solid investment in our organization that will result in immediate and longer term benefits for our department and our community.

My objectives in attending this conference are:

- **Increase efficiencies and productivity, enhance performance to help the bottom line, and maximize our investment by sharing information and knowledge I learn at the conference with you and our co-workers.** ○ [Cite specific programs that will enable you to do this.] As an example:

- ***The Public Comment Hearings*** - Attending the code hearings is an excellent way for our organization to get involved in the code development process. The hearings provide a valuable opportunity to offer our expertise and thoughts on the latest innovations in energy efficiency and safety and their integration into the International Codes®.

- **Visit suppliers to find the latest tools to help our organization all in one place.** ○ [List the Exhibitors]

- **Earn ____ CEUs and LUs to maintain my professional licensure.** ○ [List the sessions you plan to attend as well as the learning outcomes and how they will benefit you, your team & your organization.]

- **Network with my peers from all over the country to benchmark and learn what they are doing to solve similar problems and launch innovative solutions.** ○ [List networking opportunities including educational discussion groups, Exhibit-only time, and various social events.]

The ICC Annual Conference is truly the best, most comprehensive educational investment we can make in our organization all year. The building safety and code information gained by attending the conference will be of value to me and our organization.

If I register by September 9, 2016, I will save up to \$[see registration page] on my registration fee. I hope you support my attendance.

Thank you for your consideration.
[Your name]