**Subject: Request to Attend tuX2024**

Dear <***Decision-Maker Name>****:*

I would like to request approval to attend tuX from June 4-5, 2024 at the David L. Lawrence Convention Center in downtown Pittsburgh.

tuX, Tooling U-SME’s annual workforce development summit, showcases successful solutions and best practices that help fill the worker pipeline, onboard and train new hires, upskill existing staff, and transfer institutional knowledge. Hosted by Tooling U-SME, the country’s largest provider of online manufacturing training and workforce development solutions, tuX is attended by a community of educators, manufacturers, agencies, and industry partners focused on closing the skills gap.

At tuX, I will have the opportunity to hear from top-performing large and small manufacturers, educators, and other workforce agencies and experts about how to fill the worker pipeline and align our training program to maximize our bottom line. I will also have the chance to network with peers in the industry and discuss how their successful solutions might work for us.

The event includes a keynote, technical presentations, and panel discussions that are directly applicable to my role. I can also attend, at no extra cost, the SMART Manufacturing Experience, which is being held simultaneously at the convention center. SMART Manufacturing Experience is an event hosted by SME in partnership with AMT – The Association for Manufacturing Technology, CESMII and AMI and is co-located at the convention center.

Included in the cost are breakfast and lunch for two days, one evening meal, and social and networking events. The approximate investment for my attendance is as follows ***(complete the information as appropriate)*:**

Travel costs: <$XXXX> (Airfare, public transportation, car/gas allowance, etc.)

Accommodations: 2 nights at <$XXX> per night

Meals: ? days at <$XXX>

Registration Fee: <$XXX>

**Total cost to attend:**

*\*tuX has a specially negotiated rate at its headquarters hotel.*

I look forward to bringing my key takeaways back to implement and share with my colleagues. I will compile a short presentation covering presentation notes, useful vendor product information, new contacts made and a proposal for implementing new ideas that will benefit our team. I will also make any event and exhibitor materials available to my colleagues.

I assure you that my attendance at tuX2024 is a wise investment. Thank you for your consideration.

Sincerely,

(your name here)