



OCTOBER 27–29, 2020

DONALD E. STEPHENS CONVENTION CENTER | ROSEMONT, IL

Subject: Request to Attend The ASSEMBLY Show

Dear

I am requesting approval to attend The ASSEMBLY Show on October 27-29, 2020 in Rosemont, IL at the Donald E. Stephens Convention Center. The ASSEMBLY Show is an annual event focused exclusively on the latest assembly technology, equipment, and products and is produced by Assembly Magazine, a leading trade magazine covering processes, technologies and strategies for joining discrete parts into finished products. More than 7,000 people from all levels of the manufacturing industry are expected to register, giving me the opportunity to network and learn from others in the industry.

The best thing about The ASSEMBLY Show is that its 300+ exhibitors showcase assembly machines and equipment that attendees are able to interact with and evaluate in-person. Being able to get hands-on with working equipment will allow me to explore alternative assembly designs, products and solutions that may be more efficient and cost effective for our company.

Additionally, The ASSEMBLY Show features valuable educational sessions, including pre-event workshops, a keynote presentation and multiple learning theater presentations provided by exhibiting company experts. I intend to learn ways to improve our productivity by attending sessions focused on new innovations, processes and case studies of operations, and advanced digital transformation applications.

Here's an approximate breakdown of conference costs:

Airfare	\$
Transportation	\$
Hotel	\$
Meals	\$
Registration Fee	\$
Pre-Show Workshops	\$
Total	\$

If I register by September 30, 2020, my event registration fee will be FREE and pre-show workshops are available for a discounted early bird rate. There are also discounted rates for The ASSEMBLY Show attendees at various Rosemont area hotels.

For more information, you can visit www.TheAssemblyShow.com for details. I believe that attending The ASSEMBLY Show would be a wise investment for

I will be able to expand my knowledge base and bring back key takeaways from the conference and exposition as well as new contacts to share with my colleagues that will benefit our team.

Thank you for your consideration,