

Dear

The Oil Sands Conference & Trade Show is the largest event of its kind specific to the oil sands industry. For professional development, education, access to new technologies, and industry networking, there is no better event.

I believe my participation is critical to bring new ideas and approaches to our organization; and it enhances my professional development. I would like to request your approval to attend please.

**The dates are September 16-17, 2020 and the takes place in Fort McMurray.**

The Oil Sands Conference & Trade Show features two days of technical and business sessions specifically curated to improving oil sands operations. Additionally, there will be more than 225 exhibiting companies, with almost 50% of those being new to the show this year. Access to these companies and conference sessions may provide valuable insights into how we can improve our operations. I believe I can recommend or implement at least one new thing as a result of attending the Oil Sands Conference & Trade Show. This is a constructive use of valuable time where I can source real, actionable solutions to into our business.

It is important to note that most of the educational sessions are either free or very low cost.

I plan to attend the following sessions to strengthen my professional development:

I plan to see the following exhibitors, that provides products and services that are valuable to our organization:

The costs of attending are:

Airfare:

Hotel:

Miscellaneous (taxis, meals):

Registration fees:

This investment will pay off in more efficient practices, proven solutions, new insights and ideas. In addition, I can provide a report of my key takeaways and recommended actions to our team. I appreciate your approval. I will work to make sure we get the full value of this event.

Sincerely,