

Request for Approval

Dear [Approving Manager],

I am writing to request your approval to attend the National Hydropower Association's **Clean Currents tradeshow + conference** on **October 18-20, 2022**, in **Sacramento, California**.

Clean Currents is the premier waterpower event of the waterpower industry in North America. The event originated from in-depth industry listening sessions with the waterpower community in 2019. Clean Currents is owned by the non-profit National Hydropower Association and is the only national waterpower tradeshow + conference in which all proceeds are reinvested back into the industry.

I will have the opportunity to learn from the top experts in the industry on several themes that relate directly to our initiatives and my work, including [topic], [topic] and [topic]. Also, NHA will provide a certificate to me following the event for 13.5 Professional Development Hours (PDHs).

There will be critical discussion on current challenges and needs within the waterpower industry that will give me a deeper, more holistic understanding of the work that I do and areas of improvement. Some of the presentations I hope to attend include list sessions, workshops. I think these sessions will help me acquire knowledge that is useful for [reason].

While there, I will be able to "pick the brains" of the senior-level speakers and most respected experts in the waterpower industry. They will share case studies and other examples of their work during the interactive concurrent sessions.

This is also a terrific opportunity for networking. I look forward to meeting other industry professionals at all stages in their careers and creating lasting connections.

I am seeking approval for the main conference registration fee and travel expenses. I would also like to sign up for the Future Leaders of Waterpower Young Professionals Happy Hour, where I will meet both new industry professionals and senior professionals to help expand my network

Below is a cost breakdown. I would like to book travel as soon as possible to get the best price.

Conference Registration:

Estimated Airfare:

Hotel:

Misc/Dinners:

Total cost of _____.

Thank you for considering my request. I am happy to answer any questions and I look forward to discussing the event with you in further detail. If you'd like to look at the program for this educational event, here is a link to the conference details: <https://cleancurrents.org/>

Respectfully,