**Sample Letter**

Dear [Manager],

I’m requesting approval to attend the International Security Conference and Exposition – also known as ISC West, on March 28-31, 2023, at the Venetian Expo in Las Vegas.

ISC West is the leading comprehensive and converged security trade event in the U.S. At ISC West, I will have the chance to network and connect with thousands of security and public safety professionals, learn from the dynamic SIA Education@ISC program, plus explore the latest technologies in Access Control, Alarms & Monitoring, and Video Surveillance, while discovering emerging trends in Drones & Robotics, Connected IoT & Cyber Security, Smart Home, and more. Offering the combination of products, educational programming, and networking opportunities all in one place truly makes ISC West the premier destination to showcase innovation and discover what is new and next in the industry.

Education is an important part of ISC West, and the inspiring education program provides critical information on the newest and most relevant technologies in the security industry. The SIA Education@ISC West Program provides all new content on the most current business trends, technologies, and latest developments. I’ll be able to learn from experts on how to take our security to the next level.

Here are a few ways my attendance will help the team:

* **Supplier Analysis/Competitive Research:** ISC West will feature hundreds of exhibitors and brands and over 250 product categories. I’ll be able to explore the newest products and solutions covering access control, biometrics, video surveillance, IoT enabled devices, IT and cyber security, public safety, drones and robotics, and more! This will allow me to monitor progress and measure results of implementation and deployment of other security and public safety technologies. Sample exhibitors I am looking forward to meeting include:
	+ Exhibitor 1
	+ Exhibitor 2
	+ Exhibitor 3
* **Education Opportunities:** The dynamic SIA Education@ISC West Program will allow me to learn about all new content on the most current business trends, technologies and latest developments. I will learn from experts, on how to take our security to the next level. Sample sessions I am looking forward to attending include:
	+ Session 1
	+ Session 2
	+ Session 3

**Professional Development Opportunity:** By Attending SIA Education@ISC, I can qualify for CE hours. Certificates of attendance will be distributed to all conferees after the show. Education sessions will allow me to continue growing my education of the industry and enhance my professional development. Participants completing sessions through SIA Education@ISC may be eligible to receive:

ALOA - Education Credits (AEU)
ASIS - Continuing Professional Education Credits (CPE)
NICET - Continuing Professional Development Points (CPD)
ETA International - Continuing Education Credits (CEC)

Please let me know if you need any additional information and thank you for considering my proposal.

Sincerely,

[your name]