**Subject Line**: Request to Attend COAA Connect

Hi, {insert manager name}!

I would like to attend COAA Connect {Fall 2023}, taking place {November 13-15} in Orlando, FL. The agenda and other information regarding this event can be found HERE {embed URL}.

There are several reasons why I believe this would be a worthy use of my time and our organization’s resources:

1. COAA Connect national conferences feature 15-17 educational sessions with AIA-approved CEUs or learning units. These sessions typically cover a broad range of Owner-centric topics and almost always include at least one Owner as a speaker or panelist.
2. Attendees of this event typically includes an interesting range of Owners from across the U.S. (higher ed, government, healthcare, bio/pharm, and others), along with builders, design professionals, and other stakeholders. One thing all these attendees have in common is a sincere desire to improve the project delivery process and experience, so I look forward to connecting with – and learning from – like-minded peers.

Evidence of this can be found in [this short video](https://www.youtube.com/watch?v=djd7AVZk5Ww) with excerpts and testimonials from a past COAA Connect event.

1. Beyond my own professional development, I believe much of what will be presented and discussed could be of use to our organization in terms of process improvement, benchmarking, or just establishing a connection with organizations facing the same challenges we are. I would transpose my notes from the event into a summary memo or presentation, then share within the department as you see fit.
2. Relative to other professional conferences, I believe the COAA Connect events are an excellent value, with reduced rates for Owners (further reduced for Owner members).

Registration: $

Lodging: $

Transportation: $

Miscellaneous: $

Thanks very much for considering this request.

Sincerely,

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