

Subject: Request to Attend Oregon Bio 2025 Annual Conference

Dear [Supervisor's Name],

I would like to request your approval to attend **Oregon Bio 2025: Innovation and Workforce in Focus**, the state's premier bioscience conference, taking place September 29–30, 2025, in Portland, Oregon.

The conference convenes leaders from across industry, government, academia, and workforce organizations to explore innovation, public policy, and strategies to grow Oregon's bioscience economy. This year's theme centers on collaborative approaches to scientific discovery, biomanufacturing expansion, and workforce development—making it directly relevant to our work.

By attending, I will:

- **Engage with key stakeholders** from across the bioscience ecosystem including startup founders, policy advocates, investors, educators, and federal agencies.
- **Gain insight into cutting-edge developments** in biotechnology, life sciences, and biomanufacturing through flash presentations, panels, and a keynote session.
- **Explore workforce and training strategies** at breakout sessions and resource roundtables designed to strengthen talent pipelines and workforce readiness.
- **Celebrate innovation and excellence** at the Innovation Showcase and Oregon Bio Awards, recognizing leaders who are transforming science into impact.
- **Bring back actionable insights** to inform our programs and partnerships, particularly in the areas of innovation strategy, workforce planning, and cross-sector collaboration.

I'm confident that participating in this conference will enhance my contributions to [Your Organization/Project Name]. Upon my return, I will share key takeaways with our team, including any tools or strategies we can implement to strengthen our work.

You can find more information about the event at www.oregonbio.org/oregonbio2025.

Thank you for considering this request. I believe my participation will be a valuable investment in our team's continued growth and impact.

Sincerely,

[Your Name]

[Your Title/Role]