**IFT ANNUAL EVENT REQUEST TO ATTEND TEMPLATE**

Dear <INSERT YOUR SUPERVISOR’S NAME HERE>:

I’m requesting the opportunity to attend IFT18 (www.iftevent.org), a food industry and educational event hosted by a non-profit scientific organization called the Institute of Food Technologists on July 15-18, 2018 in Chicago, Illinois. After reviewing the event website, as well as the opportunities to see first-hand what’s new and emerging in consumer trends, scientific applications, and innovations within the food industry, I believe that my attending this event will have a direct benefit to my work at <Company Name>.

This event brings together more than 20,000 food professionals from more than 90 countries. I believe no other event this year will provide the quantity, quality, breadth, and depth of over 100 scientific and applied sessions that will be presented at IFT18. Plus, it features one of the largest food expos with more than 1,000 exhibiting companies who will be showcasing new products, technologies, and offerings.

The scientific and applied sessions are divided into tracks focused on:

* Food Safety & Defense
* Teaching and Learning
* Food, Health & Nutrition
* Food Processing & Packaging
* Product Development & Ingredient Innovations
* Sustainability
* Public Policy, Food Laws & Regulations
* Food Chemistry
* Food Microbiology
* Food Engineering
* Sensory Science

Many of the sessions are directly related to my role as a <INSERT YOUR PRIMARY ROLE HERE – e.g., research scientist, marketing professional, procurement professional, etc.> and the types of things we are currently doing here at <Company Name>.

The food industry is rapidly changing, with scientific developments, new technologies, and emerging trends impacting the way we do business. Through the companies exhibiting at the IFT18 Food Expo, I’ll be able to see, taste, touch, and experience latest products and technologies first hand. Plus, I can make efficient use of my time there by meeting face-to-face with our current suppliers, as well as investigating potential new companies with which we can do business. [TIP: Search the exhibitors by product specialty to identify those whose offerings match your company’s focus or upcoming product development needs.] Below is a sample of exhibiting companies with which I would like to meet:

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When I return to the office from the event, I would like to brief our team and others in our organization about my key takeaways, as well as answer any questions they may have about what I saw and what I learned.

I’m seeking support from you and <Company Name> for registration fees, travel expenses to and from the conference, hotel, and meal expenses, which are an estimated total of <$INSERT DOLLAR AMOUNT>. If I become a member, I am able to save [INSERT AMOUNT HERE] and still enjoy access to all IFT17 has to offer plus be able to take advantage of invaluable IFT resources and services to help be stay abreast of industry trends, insights and innovations throughout the year. Please let me know if you have any questions, and thank you for your consideration.

Sincerely,

<YOUR NAME>
<YOUR TITLE>