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HELIEXPO.ROTOR.ORG

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

I would like to attend **HAI HELI-EXPO 2021, March 23–25 in New Orleans, Louisiana**. The conference will enable me to attend a number of educational sessions directly applicable to my work. I will also be able to network with fellow industry professionals from around the world.

HAI HELI-EXPO sessions and educational courses are tailored to the vertical flight industry and facilitated by experts familiar with its challenges. In addition, the show floor offers me an opportunity to experience the latest our industry has to offer through exhibits and hands-on demonstrations. I am seeking approval for registration fees, travel expenses, and hotel accommodations during the event. A detailed cost breakdown is included to the right.

Conference Registration Fee:	\$ _____
Professional education courses (if applicable):	\$ _____
Roundtrip airfare:	\$ _____
Hotel:	\$ _____
Other (meals, per diem, location transportation, etc.):	\$ _____
<b>Total cost associated with attending:</b>	<b>\$ _____</b>

The full-price conference fee for HAI members is \$370, but I can reduce that figure to \$210 by registering before the early-discount deadline of **January 29, 2021**.

I plan to achieve the following three objectives by attending HAI HELI-EXPO 2021:

Objective 1: \_\_\_\_\_

Objective 2: \_\_\_\_\_

Objective 3: \_\_\_\_\_

After reviewing the HAI HELI-EXPO preliminary schedule, I have identified a number of educational sessions I plan to attend and have listed those on an attached sheet. I chose these to attend because they directly relate to an issue we currently face in our organization.

I look forward to bringing my key takeaways back to implement and share with our organization so that we can strengthen our engagement with customers, enhance our efficiency and productivity, and benefit our bottom line. Upon my return from HAI HELI-EXPO, I will review my original objectives and provide you with a report on how I will apply what I learned at the show. I will tie these takeaways to our organization's short- and long-term goals, marketing plan, budget, and strategic plan.

I assure you that by attending HAI HELI-EXPO 2021, I will provide added value to our company. I thank you in advance for supporting my career development.

Sincerely,

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