

[Date]

Dear [Name of Manager],

The EPCE Coalition Members will convene September 12-13, 2018 at the EPCE Annual Coalition Meeting in Philadelphia, PA. As a member of EPCE, not only is it important to attend and represent [Company Name], but it offers the opportunity to discuss and learn relevant ideas and practices that support developing, educating, and training our workforce. **There is no fee to attend the meeting.**

The convening will provide valuable insight for how we can better leverage the education and training resources available to us through our active participation as an EPCE Member. Furthermore, I will learn new ways to enhance internal training with innovative, online education and learning tools and ways to provide professional development opportunities for employees that bolster our internal talent pipeline.

This membership forum will provide:

- Thought leadership from industry experts and peers on new and innovative ways to develop a skilled and prepared workforce that save time, staff resources, and expenses.
- Interactive roundtable discussions to benchmark utility training practices in areas such as leadership development, multi-generational workforces, knowledge transfer/succession planning, retention, and more.
- Online education and training resources to support our organization's workforce development initiatives such as apprenticeship training, professional development, employee career progression, and more.
- Presentations on interactive, technical learning tools designed to complement and enhance internal training and employee professional development.
- Discussions on upcoming trends in the industry such as energy storage; it's role in creating the grid of the future, and the implications to the workforce.
- The opportunity to experience emerging virtual reality technology and learn how industry peers are leveraging it to enhance internal training.

Estimated cost for me to attend the meeting:

EPCE Meeting: \$ 0 – There is no cost to attend for EPCE Members

Airfare: \$ [xxx]

Hotel: \$ 300 (estimate for 2 nights hotel stay @ \$149/night)

TOTAL: \$ [xxx]

I look forward to your approval to attend and represent [Company Name] at the meeting. Please let me know if there is any additional information I can provide.

Sincerely,

[Your Name]