**Letter to Manager for Approval to Attend the IEEE PES Switchgear Committee Meetings**

**< Date >**

Dear **< supervisor’s name >**,

I request approval to attend the IEEE PES Switchgear Committee Meetings and participate in the standards development activities of the Committee.

The Switchgear Committee meets twice yearly and is an opportunity to interact with industry leaders to develop standards and discuss technical issues involving Switchgear. At these Committee Meetings I will obtain knowledge and understanding of the standards that are applicable to our network equipment. I will have the opportunity to represent our company in the continuing improvement of existing standards as well as development of new standards and guides as equipment and systems continue to evolve.

Furthermore, I will be able to network with my peers and obtain ideas from colleagues who have faced similar challenges in maximizing the performance of electrical assets.

The highlights of this event include:

* Meeting of individual Working Groups and Task Forces
* Meeting of Subcommittees
* Utility-only “get together”
* Meeting of Main Committee
* Technical presentation with PDH credits

**< You will need to insert your travel cost numbers in here – some numbers are there to help you>**

Here is the breakdown of projected costs to attend the next meeting based on early registration:

* The conference fee is $195 for IEEE members, $225 for non-IEEE members
* Optional Tuesday luncheon is $35 for both IEEE and non-IEEE members
* Optional Wednesday social is $80 for both IEEE and non-IEEE members
* Roundtrip Airfare: **<$xx – based on your location>**
* Transportation: **<$xx – shuttle or rental car.>**
* Hotel: **<$xx – the group rate per night is $xxx USD plus applicable tax and parking (if applicable)>**
* Meals: **<$xx – please note breakfast and coffee breaks are included but lunch and dinner are not>**
* The total costs associated with attending this conference are: **<$xxxx>**.

I genuinely believe that attending the IEEE PES Switchgear Committee Meetings will be a great benefit to **<name of your organization >**. I will represent our interests during standards development and bring back a deep understanding of standards, technology and applications.

Sincerely,

**< your name here >**