

ICA Workshop

June 2025 | Indianapolis, IN

Sample email for your supervisor

Dear _____,

I know how much our organization benefits because of the talented individuals who work here. One of the ways I believe we can continue to find solutions and grow my skills is through industry education. Attending the ICA Workshop in Indiana will provide:

- **experiential learning**, where I can engage in the creative process of catering and events as well as understand the foundations on which the industry operates.
- **networking opportunities** with industry leaders and colleagues from around the country
- **educational sessions** that are facilitated by industry experts who have faced similar successes and challenges and directly relate to my job.
- learning opportunities at food functions – **new trends in décor and food and beverage** – that I can bring back to benefit our company immediately.
- the opportunity to meet with **current and potential clients** and others doing the same job as me in different markets.
- access to the **entire list of attendees** or future networking and marketing opportunities.

I am requesting your approval for conference registration, travel, and related event expenses.

I have included an estimated cost breakdown below:

Registration (save \$50 if registered by early bird date): \$475 Early Bird Rate

Roundtrip Airfare:

Transportation:

Hotel: *ICA has secured a \$199/per night room block rate*

Meals: *June 11 Dinner, June 12 Breakfast and Lunch Included in Registration Fee*

The total estimated cost to attend the workshop is:

When I return from the ICA Workshop, I will provide a post conference report with key takeaways and a set of recommendations that we can start using immediately to maximize our investment.

Thank you in advance for considering this request. If I can answer any question you may have about this conference, please let me know.

Sincerely,