

[Date]

Dear [Name of Manager],

The EPCE Coalition Members will convene Nov. 7-8, 2019 at the EPCE Annual Coalition Meeting in Chicago, IL. 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 which is Co-located with the Council for Adult and Experiential Learning (CAEL) Conference.**

The conference is an investment in professional development that will enable me to learn, explore, and discuss new theories, research and tools that can help us reimagine and create ways enhance internal training and professional development opportunities by leveraging the education and training resources available to us through our active participation as an EPCE Member. I plan to make new connections, collect innovative resources and information, and share the knowledge I gained from this conference with colleagues from various handouts, presentations and supporting materials.

This membership forum will provide:

- Best practices to develop a skilled and prepared workforce that save time, staff resources, and expenses from peers and industry experts
- Interactive roundtable discussions with industry peers to benchmark utility training practices in areas such as succession planning, knowledge transfer, retention and training
- Online education and training resources to support our organization's workforce development initiatives such as apprenticeship training, professional development, employee career progression, leadership training, and more
- Presentations on interactive, technical learning tools designed to complement and enhance internal training and employee professional development

Because the meeting is co-located at the CAEL Conference, EPCE Meeting attendees will also have access to valuable information and resources that will provide strategies for improving our adult learner initiatives.

Estimated cost for me to attend the meeting:

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

Airfare: \$ [xxx]

Hotel: \$ 516 (estimate for 2 nights hotel stay)

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]