**Approval Request Template - Food Label Conference**

*Need some support asking your supervisor to attend the Food Label Conference?*

*Customize the message below as talking points or an email template to*

*introduce the event and the benefits of your attendance!*

[Insert Approver’s Name Here],

I’d like to get your approval to attend the 31st annual Food Label Conference on April 15 - 16, 2019 in Washington, DC, hosted by Prime Label Consultants (PLC).

Attending this Conference will benefit our company because it will equip me with:

* Insight from the government on intent of regulations, policies and enforcement priorities
* Best practices from industry experts on nutrition label reform and trending claims
* Clarity regarding new and proposed rules and how to ensure compliance for our products

The program includes a range of educational opportunities including General Sessions on the new Bioengineering Rule, Market Trends and updates from FDA and USDA representatives on the latest nutrition regulations. Additional Sessions are also presented by experts who specialize in litigation risks and regulatory best practices.

There are also over 30 different breakouts for attendees to choose from, offering smaller sessions for in-depth training and discussion, as well as 9 pre- and post-Conference Add-On Trainings on specialized topics. In particular, I would like to focus on the following sessions that relate to my role and our current business needs:

* [Insert up to 8 [Breakout Topics You Plan to Attend](https://www.primelabel.com/conference.html#Breakouts) Here]
* [Insert [Add-On Training Topics](https://www.primelabel.com/conference.html#Add-on-Training) Here, if desired]

In addition to attending these sessions, I’ll have the opportunity to network with speakers and other attendees regarding best practices to help our business.

[Insert if you are a Registered Dietitian (RD) and/or Certified Food Scientist (CFS)]. Majority of sessions are approved for continuing education for Registered Dietitians (RD) and eligible for Certified Food Scientist (CFS) renewal contact hours (CH).

An estimate of cost associated with the event is outlined below:

|  |  |
| --- | --- |
| Airfare | $ |
| Hotel | $ [PLC’s discounted rate can be found [here](https://www.hyatt.com/en-US/hotel/washington-dc/grand-hyatt-washington/wasgh?corp_id=g-labe), occupancy is limited] |
| Registration | $ 1,995.00 by March 15, 2019 ($2,195.00 after March 15, 2019)(Added fee for Add-On Training) |
| Other Expenses | $ |
| Total | $ |

Upon my return, I would be happy to share notes on what I learned and bring back ideas for us to consider in our own day-to-day processes.

PLC has a reputation of being a leader in regulatory and nutrition consulting, technology and training. The Food Label Conference is known as the premier event for food industry professionals involved in labeling, nutrition, compliance and marketing. A link to the event website is [here](https://www.primelabel.com/conference.html).

Please let me know if you have any questions.

Sincerely,

[Insert Your Signature]