**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 Prime Label Consultants’ (PLC) 34th annual [Food Label Conference](https://primelabel.com/conference.html) starting April 24, 2022. This conference will provide me with at least 15 sessions of premium regulatory content.

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

* Insight from government officials on intent of regulations, policies and enforcement priorities
* Best practices from industry and government experts on new and proposed rules, including the Food Labeling Modernization Act, new USDA rules for generic and nutrition labeling, new FDA guidances on standards, sodium and sesame, and insight into many types of trending claims
* Establishing personal relationships with regulators and industry specialists to support compliance for our products

The program includes a range of educational opportunities including sessions on FDA’s Innovation Strategy, legal trends, and updates from government representatives on the latest regulations. Additional sessions are also presented by lawyers and experts who specialize in labeling and regulatory best practices.

There are also 18 different breakouts on specialized subjects to choose from, offering sessions for in-depth expertise-exchange and discussion, as well as 8 intensive Add-On Trainings. In particular, I would like to focus on the following sessions that relate to my role and our current business needs:

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

In addition to attending these sessions, I’ll have the opportunity to ask questions of the government and other speakers regarding best practices to help our business.

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

|  |  |
| --- | --- |
| Conference | $ 2,195.00 |
| Seminars | $ |
| Other Expenses | $ |
| Total | $ |

Upon its completion, I would be happy to share notes on what I learned and 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 food labeling, nutrition, compliance and marketing. A [link to the event website is here](https://primelabel.com/conference.html).

Please let me know if you have any questions.

Sincerely,

[Insert Your Signature]