

To:

From:

Date:

Subj: Requesting approval to attend AIHA Connect 2026, June 1-3, 2026, New Orleans, LA

AIHA Connect 2026 offers a valuable opportunity to sharpen my skills, explore new research and techniques, and connect with peers. I plan to learn innovative ways to tackle both immediate and long-term health and safety (H&S) challenges, ensure our strategies align with current science and regulations, and strengthen my ability to anticipate, recognize, evaluate, and control workplace hazards. With nearly 200 educational sessions and more than 175 exhibitors, I'll gain insights into best practices, emerging technologies, and practical solutions, while engaging with industry leaders who are advancing the protection of worker health.

I plan to achieve the following three objectives:

- Objective 1:
- Objective 2:
- Objective 3:

I plan to attend the following specific sessions to achieve my objectives, gain education and tools to bring back and implement within our organization, and network with other attendees.

- Session 1:
- Session 2:
- Session 3:
- Session 4:
- Session 5:

The following people are planning to attend, and I think they can help our organization:

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## Budget Estimates

Conference Registration: \$

Hotel: Rate per night \$       x       nights = \$

Travel (include flight/train, cabs): \$

Meals: \$

The total costs associated with attending Connect are: \$       .

An added benefit of attendance is post-conference access to “AIHA Connect OnDemand” at no extra cost. I will be able to listen to and view the slides from presentations I didn’t attend. This also presents an excellent opportunity for me to share this information with colleagues, so that they can benefit from my experience as well.

AIHA Connect 2026 is our opportunity to invest in the best the industry has to offer – all in one place, at one time, at one affordable price. With over 3,000 OEHS professionals attending, I will be privileged to represent our organization.

Sincerely,