**Sample Memo Requesting Employer Support to Attend Animal Care Expo 2024**

*Please note: The information provided is only an example to assist you in developing your own proposal for requesting to attend Animal Care Expo.*

**To**: [*Insert Supervisor Name and Title]*

**Date**: [*Insert Date]*

**From**: [*Insert Your Name and Title]*

**Re**: Animal Care Expo 2024

I am writing to request support to attend the Humane Society of the United States’ Animal Care Expo being held in San Antonio, TX, May 15-18, 2024. Attending Expo would be a valuable and empowering opportunity to combine my desire for professional development with my goal to contribute to the success of our organization. Animal Care Expo is the largest international professional development conference and trade show in animal welfare. Expo offers high-quality educational workshops, continuing education credits, professional keynote speakers, networking opportunities and a dedicated trade show featuring the latest products and services relevant to the animal care field.

Past workshop topic tracks have included Behavior, Cats, Community Engagement, Field Services, Global Spotlight, Leadership & Volunteers, Marketing & Fundraising, Pets for Life, Rescue Central and Veterinary Medicine. With education and *[insert organization name]*’s needs as my top priorities, I see value in attending these sessions: *[insert names and descriptions of topics relevant to your organization and its mission, goals, strategic business plan, etc.]*

In addition to education, Expo provides participants with numerous networking opportunities with attendees that include shelter, rescue and other animal welfare professionals, volunteers, emergency managers and responders, veterinarians and vet technicians from across the world. Building this extensive community of peers and colleagues will be a great asset and resource to utilize and share within our team.

The cost of registration is $ *[insert amount applicable]* and includes all sessions and networking events, a trade show with approximately 150 exhibitors and several meals. Travel and accommodation are extra.

Thank you for considering my participation in this important conference and I hope that you will see the meaningful contributions attending Expo will bring.

Sincerely,

*[Insert your signature]*