



CALBO Annual Business Meeting Justification Letter

You know how valuable attendance at CALBO's 63rd Annual Business Meeting can be, but does your manager? Below is a justification letter to serve as a template for making a case to your manager on why you should attend CALBO's 63rd Annual Business Meeting in Hollywood, California. This letter outlines the benefits of the event to help you get the support you need to attend the conference.

Subject: Approval to attend the CALBO's 63rd Annual Business Meeting

Dear [Manager's Name],

I am writing to request approval to attend CALBO's 63rd Annual Business Meeting, scheduled for April 14-17, 2025, in Hollywood, California. This event offers valuable opportunities to enhance my skills, expand my industry knowledge, and connect with leaders and innovators in the building safety field.

The conference agenda features dynamic workshops, expert-led sessions, and state agency updates that directly address emerging trends, new regulations, and best practices. Additionally, the event provides opportunities to earn a full day of continuing education units (CEUs), ensuring I meet my professional training requirements while staying ahead in a rapidly evolving industry.

Key Benefits of Attending:

1. Earning CEUs and Specialized Training

- I plan to attend a full-day training course on Thursday, April 17, focused on [specific course name]. This session will cover [list learning outcomes], which will directly benefit our team by [explain application to team or organization].

2. Enhancing Knowledge of Emerging Trends and Regulations

- Sessions on new regulations and transformative practices will equip me with tools to enhance efficiency, improve compliance, and ultimately contribute to the bottom line. I can share these insights with our team through follow-up presentations or discussions. [Perhaps highlight a few workshops you'll want to attend],

3. Engaging with State Agencies and Model Code Making Bodies

- Agency representatives, such as the Division of the State Architect (DSA), Department of Housing and Community Development (HCD), Building Standards Commission (BSC) and Office of State Fire Marshal (SFM), will provide updates on current initiatives and upcoming changes critical to our work.
- Senior leadership of model code making bodies, including the International Code Council (ICC), the National Fire Protection Association (NFPA) and the International Association of Plumbing and Mechanical Officials (IAPMO) will also present offering a rare and valuable opportunity for direct engagement and collaboration.

4. Exploring New Products and Services

- The two-day vendor program will feature cutting-edge software, technology, and services from industry leaders. These solutions could be evaluated for potential application within our organization.

Attending CALBO's 63rd Annual Business Meeting is a great opportunity to grow professionally and contribute to our team's success. I'll gain valuable knowledge and make connections with experienced industry experts and engage in meaningful discussions about the challenges and advancements shaping our departments. This will not only contribute to my professional development, but bring fresh ideas and practical solutions, helping us stay on top of industry changes and improve how we work together.

Thank you for considering my request.

[Your name]