UIC JUSTIFICATION TO ATTEND LETTER

(REASONS TO ATTEND - DRAFT)

Address it to the individual who approves training

Dear (first name),

I want to attend the 2026 Underground Infrastructure Conference (UIC), Tuesday, January 27-Wednesday, January 28 in San Antonio, TX. This will be the 31st conference – its longevity is evidence that it is important to our industry. I will bring back knowledge and contacts that can greatly benefit our company.

Reasons I’d like to attend are:

* Increased skills: Attending will provide me with the opportunity to learn about the latest trends and developments in the construction, rehabilitation and asset management of our infrastructure.
* UIC’s program is packed with valuable solutions to real-world problems presented in comprehensive sessions – so that I can immediately apply what I’ve learned when I return to the office.
* UIC offers PDHs (Professional Development Hours) which can help me meet my continuing education requirements. Credits are reviewed and granted by the University of Texas at Arlington and the sessions are taught by industry experts.
* Network with peers: I can exchange ideas, share best practices, and make valuable connections to help with our bottom line.
* Explore new products and services: The exhibit hall will give me the opportunity to explore technologies and equipment that’s available, talk to vendors, see product demonstrations, and ultimately tackle our biggest challenges.
* Stay up-to-date with industry trends: Attending presentations, panel discussions and case histories will help me understand the challenges and opportunities facing our industry.
* The program overview is online at <https://ui-conference.com/education-training/>

Here’s an overview of the investment:

* Conference registration is $575, it’s good for two days if I register early and it includes lunch Tues. and Wed.
* Hotel Contessa is $229 + tax
* Travel (enter airfare to IAH or estimated cost to drive round trip)
* Other (enter cost for dinner, incidentals)

After the conference, I will outline the discussions I had along with contacts met, innovative technologies I saw and what I learned from the presentations.

Thank you for supporting my attendance at UIC. I look forward to receiving your approval.