**ICC Annual Conference Justification Letter**

You know how valuable attendance at the International Code Council Annual Conference can be, but does your supervisor? Below is a template justification letter to serve as the basis for making a case to your supervisor on why you should attend the 2018 ICC Annual Conference, Code Hearings and Expo. This letter outlines the benefits of the event to help you get the support and funding you need to attend the conference. Most importantly, the ICC Annual Conference provides excellent opportunities for training and education to fulfill your continuing education requirements and learn from internationally-recognized experts in the building safety industry.

Consult the conference [registration page](http://media.iccsafe.org/2018_ICC_AnCon/register.html) for full conference details and fees. Remember, early-bird discount registration ends on September 16, 2018.

**Subject**: Approval to attend the 2018 ICC Annual Conference, Code Hearings and Expo

Dear [Supervisor Name],

I would like your approval to attend the International Code Council Annual Conference, Code Hearings and Expo on October 21-31, 2018, in Richmond, Virginia. This important building industry event offers educational sessions, capacity building events and the opportunity to influence the 2021 International Codes. I can learn from internationally-recognized experts in the building safety industry and earn valuable continuing education units (CEUs) to fulfill my training requirements.

I believe this conference is a solid investment in my professional growth that will result in immediate and long term benefits for our department and community.

My objectives in attending this conference are:

* ***Earn CEUs to fulfill my training requirements and learn from the top experts in our field.*** The conference will enable me to attend in-depth educational sessions that are directly applicable to the work I do. I can earn up to 1.45 CEUs. [List the sessions you plan to attend as well as the learning outcomes and how they will benefit you, your team and your organization.]
* ***Increase efficiencies and productivity***, enhance performance to help the bottom line, and maximize your investment in me by sharing the knowledge I learn at the conference with you and our coworkers. For example,[Cite specific programs, sessions or events that will enable you to do this.]
* ***Influence the 2021 International Codes.*** Attending the code hearings is an excellent way for our organization to get involved in the code development process. The hearings provide a valuable opportunity to offer our expertise and thoughts on the latest innovations in building and fire safety and their integration into the I-Codes. I can earn up to 1.0 CEU for attending 10 hours of the hearings. [If you are a Governmental Member Voting Representative, cite the ability and obligation for you to represent your jurisdiction by voting at the hearings.]
* ***Visit the Building Safety & Design Expo*** to take advantage of thefree education sessions and earn additional CEUs. I can talk with exhibitors and collect information about the latest construction techniques, technology, building products and applications. [List expo education sessions and exhibitors that you intend visit.]
* ***Engage in capacity building with my peers*** from other jurisdictions to benchmark and learn what they are doing to solve similar problems and launch innovative solutions.[List capacity building opportunities including educational discussion groups, building tours and social events.]

The ICC Annual Conferenceis truly the best, most comprehensive educational investment you can make in my professional development and the future of our organization this year. The building safety and code information gained by attending the conference will be of value to me and our colleagues.

**If I register by September 16, 2018, I will save $[**[**see registration page**](http://media.iccsafe.org/2018_ICC_AnCon/register.html)**] on my registration fee.** I hope you support my attendance.

Thank you for your consideration.

[Your name]