



1920 Ballenger Avenue, 4th Floor, Alexandria, VA 22314-2898  
T 703-683-4646 | F 703-683-0341 | heliexpo@rotor.org  
heliexpo.rotor.org

Feb. 26–Mar. 1 | Las Vegas | Exhibits Open Feb. 27–Mar. 1

Date \_\_\_\_\_

COVER LETTER TO SUPERVISOR

Dear \_\_\_\_\_,

I would like to attend **HAI HELI-EXPO 2018, February 26 – March 1 in Las Vegas, Nevada**. The conference will enable me to attend a number of education sessions that are directly applicable to my work. I will also be able to network with fellow industry professionals from around the world.

HAI HELI-EXPO sessions and education courses are tailored to the helicopter industry and facilitated by experts familiar with its challenges. The show floor offers me an opportunity to experience the latest our industry has to offer through hands-on demonstrations. I am seeking approval for registration fees, travel expenses, and hotel accommodations during the event. A detailed cost breakdown is included at right.

Conference registration fee:	\$ _____
Professional education courses (if applicable):	\$ _____
Roundtrip airfare:	\$ _____
Hotel:	\$ _____
Other (meals, per diem, local transportation, etc.):	\$ _____
<b>Total cost associated with attending:</b>	<b>\$ _____</b>

The full-price conference fee for HAI members is \$350, but I can reduce that to \$200 by registering before the early discount deadline of **January 19, 2018**.

I plan to achieve the following three objectives:  
*(Example: I plan to make at least three connections with decision-makers that could lead to new business.)*

Objective 1: \_\_\_\_\_

Objective 2: \_\_\_\_\_

Objective 3: \_\_\_\_\_

After reviewing the HAI HELI-EXPO preliminary schedule, I have identified a number of education sessions that I plan to attend and have listed those on an attached sheet. I chose each presentation because it directly relates to an issue we currently face in our organization.

I look forward to bringing my key takeaways back to implement and share with our organization so we can strengthen our engagement with customers, enhance efficiency and productivity, and positively affect our bottom line. Upon my return from HAI HELI-EXPO, I will review my original objectives and provide you with a report on how I will apply what I learned. I will tie these takeaways to our organization’s short- and long-term goals, marketing plan, budget, and strategic plan.

I assure you that by attending HAI HELI-EXPO 2018, I will provide added value to our company. I thank you in advance for supporting my career development.

Sincerely,

\_\_\_\_\_