**Date:**

**Your Employers Name**:

**Your Employers Title**:

**Subject**: Approval to Attend the

**Ontario Disaster & Emergency Management Conference**

(DEMCON)

Dear **[Employers Name],**

This memo seeks your approval so that I may attend the *Ontario Disaster & Emergency Management Conference* in-person in Toronto on October 24-25, 2023.

DEMCON is widely regarded as the premier annual conference in Canada that brings emergency management professionals together under one roof. DEMCON provides me with the opportunity to learn from an excellent education program that provides training, lessons learned and best practices. DEMCON will help me to keep our emergency management plan up-to-date, strong and relevant to mitigate, prepare, respond and recover from both man-made and natural disasters our community may face.

Key Benefits of DEMCON:

* **Outstanding Program** – DEMCON boasts an impressive lineup of renowned speakers from across North America delivering on emergency management topical challenges of today
* **Leading Edge** - DEMCON pushes the envelope.  It challenges our thinking and promotes new ideas.  It is not just a conference that talks about what happened in the past year, it looks to the horizon to help prepare us for what the future holds.
* **Low Fee** – Significantly less registration fees than similar events but with a superior program and more diverse networking opportunities.
* **Discounted Hotel** – the host hotel offers a special room rate with shuttle service to the conference centre.

Not only is DEMCON the best option for my professional development, more importantly it is an excellent investment into mitigating emergencies should some type of disaster affect [COMMUNITY NAME].

Thank-you for considering my request.

Sincerely,

**[Your Name]**

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