

Justification to Attend—Remix Conference 2017

October 7 & 8, 2017 | Atlanta, GA

To: [Name]

From: [Your Name]

Re: Approval to Attend the 2017 Remix Conference

Dear [Name],

I am requesting approval to attend Remix Conference 2017 on October 7& 8 for the discounted rate of **$129** if I buy my ticket by **August 25th, 2017**. On **August 26th, 2017,** the price will increase to **$299.**

Remix Conference 2017 is one of the best ways to maximize our Remix investment. It’s a two-day event with today’s most active and influential transit leaders from around the world. The conference is a one-of-a-kind opportunity to connect with hundreds of transit leaders and peer agencies, share ideas and learn best practices and strategies for planning and implementation. Remix Conference 2017 has a full-day devoted to hands on training, where I’ll get my technical questions answered by Remix staff and learn tools to do my job better.

What I learn and the peer network I cultivate will help my professional development and enable me to be more effective at [agency name.] With so much rapid change in transit planning, it is especially important for me to attend so I can leverage our investment in Remix to be innovative and make the most of our resources. This experience will provide new learnings that I will share with rest of my team.

Remix Conference 2017:

* **Learn from the best:** Educational talks, small group discussions and workshops on topics such as federal funding, passing local ballot measures, ridership trends, technology, public engagement, farebox recovery, service redesign, and community outreach.
* **Hands on training:** A full daydevoted to hands on training on Title VI, detour planning, public outreach, interagency coordination, special requests, cost estimates for RFPs, and more.
* **Grow my network** throughsmall group discussions, workshops, meeting with transit leaders, and peer sharing**.**

**Date:** October 7 & 8, 2017

**Location:** M. Rich Center, 115 M.L.K. Jr Dr., SW, Atlanta, GA 30303

**Registration Contact:** Lyuda Grigorieva: lyuda@remix.com

**Cost: $129 before August 25th, 2017**

Additionally, I will submit a post-conference report for your review the week after the event. I will include possible action items with recommendations/improvements for our program. I can share this relevant information with [KEY PERSONNEL] upon my return.

More information including registration, costs, sessions and speakers:WEBSITE

Thank you for your consideration.

[NAME], [TITLE, DEPARTMENT]