Dear [Decision Maker Name]:

The **Printing for Fabrication 2017 (Print4Fab)** conference takes place **November 5-9, 2017** in Denver, Colorado. The conference offers 15 short courses and 3.5 days of educational and thought-provoking presentations and discussions with innovators and leaders in the fields of digital printing and fabrication.

Print4Fab (formerly known as NIP) is widely regarded as ***the leading forum for digital printing and fabrication professionals from academia and industry to discuss technical advancements***. I believe my participation is critical to bringing new ideas and approaches to our organization, and I am requesting approval to attend.

Print4Fab 2017 offers daily keynotes from top industry innovators—*Jason Rolland, Carbon Inc.;* Masahiko Fujii, Fuji Xerox; and Shlomo Magdassi, The Hebrew University of Jerusalem, to name a few—along with cutting-edge papers presented by leading scientists and engineers. The conference covers the breadth of topics within the digital printing and fabrication domain and highlights the synergies across specialized application areas.

**Benefits of attending Print4Fab 2017:**

* Insights and expertise from key influencers from companies such as Carbon, FujiFilm, HP, InfrTrac, LulzBot, Mathews OEM, Ricoh, Xaar, and universities throughout Europe, Asia, and the US.
* Sessions on *Printed Electronics; Inkjet Processes; 3D and Additive Printing; Inks, Toners, and Substrates; Workflow for Digital Printing; Intellectual Property; Security Printing; Industrial Digital Printing; and Special Topics: Pharmaceuticals*.
* Dedicated daily time focused on technology to network with colleagues during the Colleague Connections events, such as:
  + Review of State-the-Art of 3D Printing, moderated by Sasha de Pena, HP (Spain);
  + State-of-the-Art Security Printing and Print-based Anti-counterfeiting Technologies, moderated by Jon Keller, South Dakota School of Mines and Technology (USA);
  + 3D Printing and Pharmaceuticals, moderated by Maren Preis, Åbo Akademi University (Finland); and the ever popular Late Breaking News.

Interactions during these session and the social program will help raise our company’s profile, and forge new relationships and expand on others.

* The ability to expand my knowledge even further via the Short Course program, with introductory to advanced classes on trending topics like *Industrial Inkjet Applications and Challenges, Stabilizing Pigments and Dyes, Printed Electronics, Surface Ink Interactions, An Overview of 2D and 3D printing,* and much more.
* Access to the next generation in printing products and services through hands on product demonstrations and exhibit key players such as *LulzBot, Fujifilm Dimatix, HP, Ricoh* and others.

**Projected costs for attending the Printing for Fabrication 2017 conference:** (complete the information as appropriate):

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| --- | --- |
| **Registration**: Includes admission to all technical sessions + the Technologies in Digital Photo Fulfillment program (TDPF); proceedings abstract book with full papers on USB flash drive; entrance to the exhibit; coffee breaks; and the Welcome and Conference Receptions. Short courses require a separate fee. | $895/995 – Full conference member/non-member $495 – One-day option |
| **Travel Costs:** (U.S. placeholder value, replace with actual costs) | INSERT COSTS FROM YOUR LOCATION |
| **Accommodations**: (5 nights @ $199+ per night) | $1,000 MODIFY AS NEEDED |
| **Meals:** (5 days estimated @ $40/day) | $200 MODIFY AS NEEDED |
| **Estimated cost to attend Print4Fab 2017:** | INSERT TOTAL AMOUNT HERE |

Respectfully submitted,

Insert Name Here