

I request permission to attend the ACTE Canada Education Conference in Calgary, 7-9 November 2010. Participating in the ACTE Canada Education Conference will provide our company with the opportunity to gather proven best practices by leading organizations, critical benchmarking data, and leading edge ideas from our peers, who will most certainly be in attendance.

Moreover, the conference will allow me to meet with our travel vendors face to face to ensure that we continue to have strong supplier relationships.

Being up-to-date on what is going on in the market place and leveraging supplier relationships to manage costs will also help me increase my own value to our organization and more importantly help us save money. ACTE brings together a variety of experts from both within and outside of the industry to discuss topics and solutions that have direct relevance to the industry. I will be able to select from education sessions designed to provide our company with new approaches to better manage costs and streamline processes.

At the ACTE Canada Education Conference, business experts who can provide our industry with ideas for business growth, discuss their insights on the global economy and what the future may hold. ACTE also negotiated discounted rooms rates at the hotel venue and with airlines to keep travel costs down. In addition, some of our suppliers are offering discounted registrations rates to attend this educational event.

In times of economic recovery, staying abreast of the latest trends in the industry and being able to talk to other travel buyers as well as our suppliers is more important than ever. Please let me know if you need more information regarding the conference.