

Participation in Roosevelt Strategic Council's Microgrid & DERS Summit:

{Name},

I am writing to you to seek approval to attend Roosevelt Strategic Council's Microgrid & DERS Summit, taking place September 25- 26, 2018 in Alexandria, VA. The theme of this year's Summit is: Building a Resilient, Efficient and Sustainable Energy Future. URL: <https://microgrids.rscouncil.org>

It is a senior level educational forum and will focus on the technical capabilities and innovations that are increasingly allowing for microgrids to serve as an effective conduit for increased penetration of renewables and DERS into the grid. Equally, the Summit will also develop the strategic business models and use cases while discussing the current regulatory landscape.

There will be over 35 expert speakers from the government, utilities leaders, technical solution providers, and academia and research associations. The educational sessions will take place over two days, from 0830-1630 each day, for roughly 13 total hours of sessions. Each day also offers over 2.5 hours of networking time that will allow me to interact directly with key decision makers, stakeholders and end users. There are no pre function or after hour events associated with the Summit.

Designed as a strategic forum that brings together a cross sector of stakeholders where open dialogue and discussion by all in attendance is encouraged, I believe it will prove to be of benefit to our organization through the information and knowledge I can gain, and through the opportunity to expand my network across a variety of stakeholders in the community.

Attendees and participants will come from across the private and public sectors, including DoD, Federal Government and State Agencies, Public and Private Sector Utilities, Energy Managers from hospitals and campuses, to retail and private organizations, Technical Solution Providers and Academic and Nonprofit Organizations: projected at 40% private sector, 30% DoD, Federal and State government personnel, 30% public sector and academia.

Here is an approximate breakdown of the Summit's costs:

Airfare: *{fill in appropriately}*

Ground Transportation: *\$25 round trip from Regan Airport or if local, \$20 parking per day*

From Regan Airport- the hotel and venue are 5 minutes away and there is a complimentary shuttle. Taxi will cost approximately \$12 each way.

Hotel: *{fill in appropriately}*

Suggested at Sheraton Suites Hotel, Alexandria, VA. For \$189 per night

Registration Fee: *{fill in appropriately}*

-Includes a light breakfast, full lunch, snacks and refreshments throughout both days. Complimentary WiFi.

I will submit a post-Summit report that will include an executive summary, key industry takeaways, best practice tips, and a set of recommendations. I can also share relevant information with key personnel throughout our organization.

Thank you for considering this request. I look forward to your reply.