**2018 NPA Convention Sample Supervisor Letter**

Dear (Supervisor Name):

As a leader in the parking industry, you know the value of lifelong learning that brings new ideas and best practices to parking management. By attending the NPA Annual Convention and Expo, I can grow as a professional and bring value back to our organization and team.

* This year, I would like your support in attending the NPA Convention and Expo, so I can experience the event for myself and use that knowledge to provide more value to (Insert organization here). Here’s what I think will benefit our organization:
* There are **50+ education sessions** and workshops all geared to providing insights on how we can enhance our operations and keep our customers coming back for more.
* There are **skill certificate programs** I can attend to enhance parking industry management skills—to gain new knowledge.
* The expo floor will have nearly **150 manufacturers, suppliers and service providers**, so I can see the latest technology, compare solutions, prices and look for ways to promote automation, efficiency and best value price for service. This gives me an opportunity to see the industry’s top suppliers to get a first-hand look at product and level of service to improve our operation.
* There will be participants there taking advantage of the opportunity to learn and network at a variety of business-focused events. By growing my professional network, I will build relationships with industry experts whom I can call on when we have an issue or want to share ideas. **There are 3 mentoring and advising sessions I can attend with parking experts.**

I reviewed the extensive education program and identified the sessions that I think will bring value back to our organization.

The speakers, mentoring sessions and peer networks will bring new information, ideas and contacts to help us operate with the benefit of the most current parking perspectives. Here are some key sessions: (Insert sessions that help you fulfill your leadership responsibilities.)

Convention registration is ($x,xxx,) but can be reduced to ($xxx), if I’m registered by (Insert Date). NPA has negotiated $99 as an exclusive room rate for NPA convention attendees. More than, $400 in meals are included, reducing the amount of meal expense.

As for cost, here is an estimate for registration and travel expenses: Roundtrip Airfare: ($XX), Ground Transportation: ($XX), Hotel: ($XX) and Meals: ($XX) – many meals are included in the price of registration – a value of more than $400!

When I bring back just one solid idea to save expenses or generate revenue, my trip will more than pay for itself. I would appreciate your support in finding gaining new skills, knowledge and insights into effective parking management.

Sincerely,

Your name