

Email Template: Request Approval to Attend the ABSA International Annual Conference

You are welcome to copy, paste, and customize the template below to fit your role and organization.

Subject:

Hello ,

I would like to request your approval to attend ABSA International's 69th Annual Biosafety and Biosecurity Hybrid Conference, taking place October 10-14, 2026, at the Mobile Convention Center in Mobile, AL.

Hosted by ABSA International (the Association for Biosafety and Biosecurity), this is the largest biosafety and biosecurity conference in the world, bringing together professionals from academia, industry, research institutions, and government. The event combines intensive professional development, peer-to-peer exchange, and practical content directly relevant to biorisk management and laboratory safety work.

The conference offers ideas and solutions that would support both my professional development and the broader goals of . Key benefits include:

- **Education:** Keynotes, scientific papers, panels, and in-depth professional development courses covering the latest developments, best practices, and hands-on skills in biosafety and biosecurity, with opportunities to support credentialing such as the Registered Biosafety Professional (RBP) and Certified Biological Safety Professional (CBSP) programs.
- **Peer Learning:** Networking with biosafety and biosecurity professionals across sectors to share approaches, discuss common challenges, and learn what's working at other institutions.
- **Solutions Discovery:** Access to in-person exhibits showcasing the latest laboratory biosafety and biosecurity products and services from specialized vendors and partners.

The estimated total cost of attending, including travel, registration, and lodging, is .

A preliminary breakdown is included below for reference:

- Roundtrip airfare:
- Ground transportation:
- Hotel:
- Meals:
- Conference registration: *verify current rate / early-bird deadline at absaconference.org*

I'm confident the insights and connections gained at the conference would directly benefit our organization's biosafety and biosecurity program. I will ensure all responsibilities are covered in advance and remain available remotely as needed during the conference.

Thank you for considering this request.

Sincerely,