A picture containing drawing, food

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Dear [Decision Maker Name],

I’m requesting your approval to attend [SecurityWeek’s 2021 Industrial Control Systems (ICS) Cyber Security Conference](https://www.icscybersecurityconference.com/), which takes place October 26-28, 2021 at the InterContinental Hotel in Atlanta.

As the original and longest running ICS/SCADA cybersecurity conference, this event is where ICS users, ICS vendors, system security providers and government representatives meet to discuss the latest cyber-incidents, analyze their causes and cooperate on solutions.

The Conference offers two full days of content, and an optional training day from industry experts and is considered the leading forum for industrial cyber security. Presentations will address the myriad cyber threats facing operators of ICS around the world, with topics covering ICSs, including protection for SCADA systems, plant control systems, engineering workstations, substation equipment, programmable logic controllers (PLCs), and other field control system devices.

This high-profile event attracts a large group ranging from large industrial organizations and the U.S Government and military, to small local and regional utilities.

If I attend, I will have an unparalleled opportunity to learn about industrial and critical infrastructure cybersecurity, and access hands-on workshops and demos of the latest offerings and solutions from leading providers. Additionally, the networking opportunities will allow me to develop important relationships and contacts with others in similar positions and the world’s leading security experts.

Attending the ICS Cyber Security Conference will provide the insights needed to protect our company from emerging threats and non-malicious cyber incidents

**Costs**

All meals will be covered as part of the full conference pass. This includes full breakfast, and sit-down lunch and dinners on Tuesday and Wednesday, and a welcome dinner reception on Monday.

The estimated investment to attend the ICS Cyber Security Conference is as follows:

|  |  |
| --- | --- |
| Full Conference Pass 2-Full Days | $1795 |
| Round Trip Taxi/Uber/Metro to/from Airport | $50 |
| Hotel $224 Plus Tax (3 Nights) | $750 |
| Meals (most meals, including dinner included in conference price) | $50 |
| Round Trip Airfare to Atlanta | $400 |
| Advanced Training Course (optional) | $ |
| **Total** | **$3045** |

When I return, I will submit a post-conference report that summarizes the major concepts, action items and will share the presentation materials. Thank you for your consideration.

Sincerely,

<Insert your name here>