Dear [Decision Maker Name],

I’m requesting your approval to attend [SecurityWeek’s 2019 Industrial Control Systems (ICS) Cyber Security Conference](https://www.icscybersecurityconference.com/), which takes place October 21-24, 2019 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 four days of content and training 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 will feature Admiral Mike Rogers, former director of the National Security Agency (NSA), the former chief of the Central Security Service, and the former commander of the U.S. Cyber Command.

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**

Most meals will be covered as part of the full conference pass. This includes breakfast and lunch for 4 days, and dinner on Tuesday and Wednesday.

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

|  |  |
| --- | --- |
| Full Conference Pass-4 Days | $2095 |
| Round Trip Taxi/Uber/Metro to/from Airport | $50 |
| Hotel $219 Plus Tax (4 Nights) | $876 |
| Meals (most are included in conference price) | $50 |
| Round Trip Airfare to Atlanta | $400 |
| Advanced Training Course (optional) | $ |
| **Total** | **$3371** |

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>