**TO**:  
**FROM**:   
**SUBJECT**: Attending **GBTA Energy, Resources & Marine Symposium 2017 | Houston**  
  
[GBTA Energy, Resources & Marine Symposium 2017 | Houston](http://www.gbta.org/ERM_USA/Pages/default.aspx) is a complimentary business travel event designed for professionals in the oil, energy, resource, and marine fields, and is set to take place on November 14. Nearly 200 of my peers, representing some of the biggest companies are set to gather in Houston, TX to **discuss** major issues shaping the market. This is a great end-of-the-year opportunity for me to learn more about,

* The rise of virtual payments
* How to craft new policies for the next generation of travellers based on their current behaviour
* Strengthen my ability to identify travel risks for employees when dealing with “high risk countries”
* Data privacy fundamentals

In addition, there will be opportunities to network with a unique set of travel suppliers who cater specifically to the needs of travellers in the energy, resources & marine industries. The knowledge, skills and expertise I will gain could have long-term effects in supporting our goal of goal(s) here.

I have calculated the approximate breakdown of costs associated with my attendance:

|  |  |
| --- | --- |
| Registration | COMPLIMENTARY |
| Accommodations estimate | $ |
| Flight estimate | $ |
| **Total** | $ |

I would appreciate the time to discuss this opportunity in person and how you could potentially support my attendance.

Sincerely,   
Your Name Here