**Professional Development Opportunity Request**

**IFT FIRST**

**July 13-16, 2025**

**McCormick Place | Chicago**

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**Here are a few talking points to use in a less formal setting.**

Main Benefits

* The sessions I want to attend directly align with our current project on [specific project].
* I’ll be able to meet potential suppliers and partners at the expo, with over 1,000 exhibitors showing their latest innovations.
* I can learn about new technologies and solutions we might use to improve [specific process/challenge].

The Numbers

* Total cost breakdown: [registration + estimated travel]
* Investment in me means investment in our team. I’ll share everything I learn when I return from the conference.
* 16K+ attendees from 90+ countries means valuable networking opportunities.

Specific to Our Organization

* I can evaluate new [equipment/ingredients/technologies] we’ve been considering.
* The connections I make could help with [current challenge or project].
* I can provide a detailed report to the team afterward, ensuring everyone benefits from this opportunity.

**Request Letter**

Download and customize the request letter to show how IFT FIRST aligns with your organization’s objectives. If you need something less formal, customize these talking points to share with your supervisor.

[Date]

Re: Attending IFT FIRST Annual Event and Expo

[Supervisor’s Name]:

I am requesting approval to attend [IFT FIRST](http://iftevent.org/) – where **F**ood **I**mproved by **R**esearch, **S**cience and **T**echnology drives innovation and results – in Chicago, July 13-16. This premier food science event brings together 16,000+ professionals from 90+ countries to shape the future of food.

Specifically, I plan to attend [insert specific sessions] which align with our organization's goal of [insert goal]. The knowledge and connections gained will directly benefit [organization name] by [specific benefit/application]. The cost of the event is [registration cost], plus travel expenses. Thank you for considering this professional development opportunity.

Key opportunities include:

* Scientific sessions focused on [your area of interest]
* Networking with global food science professionals
* Direct application to my work at [organization name]
* Engaging with 1,000+ exhibitors from the food science and technology community

Upon my return from the event, I will be happy to share my learnings with our team.

Sincerely,

[Your name]