**Request to Attend CWB GROUP’S WELDING EDUCATORS CONFERENCE 2025**

Dear <***Decision-Maker Name>****,*

I would like to request approval to attend the CWB Group’s 12th Annual Welding Educators Conference 2025. The CWB Group is hosting this event at the UA facility in Delta, BC, from October 22-23, 2025. This conference is attended by technical teachers and educators from across Canada and will provide the opportunity for me to network and learn from welding professionals and fellow educators alike.

This conference offers two days of informative educator-led sessions, hands-on skill development, sponsor exhibits, and an optional industry tour. The event will enable me to learn the latest educational trends, develop technical skills, and expand my knowledge of the best practices in the welding and joining education industry.

If I attend, I’ll experience:

* **Over 20 speaker sessions and workshops focusing on the theme, “Skills for the Future”, with topics related to:**
  + **New welding technologies and processes, safety, automation, addressing labour shortages, apprenticeships, and more**
* **Exposure to industry vendors via the supplier exhibits**
* **Networking opportunities with welding education experts**
* **A possible industry tour related to the welding and material joining industry (to be determined)**

The approximate investment for my attendance is as follows ***(complete as necessary)*:**

Travel costs: <$> (Airfare, public transportation, car/gas allowance, etc.)

Accommodations: # nights at <$> per night

Meals: # days at <$>

Registration Fee: <$0> **FREE (no cost for all attendees)**

**Total cost to attend: $**

This conference is one of the best learning opportunities available for technical and trades educators who teach welding and joining in North America. I look forward to sharing my key takeaways with yourself and our staff so that we can apply them to our own professional practice. I will also make any event and exhibitor materials available to colleagues as a reference.

Thank you for your consideration of this request.

Sincerely,

(Add name here)