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2026 NBAA-BACE – Justify Your Attendance

[Manager's Name],

I'm requesting approval to attend the upcoming 2026 NBAA Business Aviation Convention & Exhibition (NBAA-BACE) taking place Oct. 20-22 in Las Vegas, NV. As one of the most influential business aviation trade shows, the event provides access to thousands of industry professionals, more than 800 exhibitors, and over 70 sessions focused on the latest industry trends and developments.

Over the course of three days, I'll build and strengthen relationships with key industry contacts, gather practical takeaways from peers and sessions and identify relevant benchmarks and partnership opportunities that can be applied directly to our [insert specific goal or initiative].

I have carefully reviewed the event details and believe attendance would be a strong investment in my professional development while also delivering value to our team and organization. Upon my return, I will share key takeaways and insights with the team. Below is an estimated breakdown of associated costs:

Registration Ticket <i>- Discounted registration rates are available through Sept. 14, after which standard and on-site pricing apply. NBAA members can save \$320+ compared to non-member pricing.</i>	\$ [insert price]
Discounted Hotel <i>- NBAA has secured discounted rates at a selection of Las Vegas hotels</i>	\$ [insert price]
Flight and Other Travel Expenses <i>- NBAA members are offered discounts on airline and ground transportation</i>	\$ [insert total cost]
Conference Add-On: Professional Development Program (PDP) Courses <i>- Review the five PDP courses offered before and after NBAA-BACE. Separate registration is required for each course, and registration includes admission to NBAA-BACE.</i>	
Total	\$ [insert total]

Thank you for your consideration.

[Name]