

Date

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Your Employer’s Name

Your Employer’s Title

Your Employer’s Address

Dear Your Employer’s Name,

I am writing to formally request the presence of [YOUR NAME] at the IAEM 69th Annual Conference & EMEX, October 15 – 22, 2021 in Grand Rapids, Michigan, USA.

If you have to pick just one conference for your emergency management professional to attend this year, **the** **2021 IAEM 69th Annual Conference & EMEX – Looking Back to Look Ahead** is the one**.** This multi-day training and education event provides many benefits to all levels of government, the private sector, and non-government agencies alike. The conference includes a multitude of topics across the emergency management spectrum, enhancing your emergency manager’s knowledge and strengthening their network of professionals.

The goal of the IAEM Annual Conference is to improve your employee’s knowledge, competency level and collaborative skills. IAEM accomplishes this by attracting **relevant high-profile speakers to address current topics and practical solutions**. In addition to this annual event, EMEX, IAEM’s Emergency Management & Homeland Security Expo, draws a myriad of exhibitors who are the top suppliers to the fields of disaster preparedness and homeland security.

Your employee will benefit from attending the IAEM Annual Conference in many ways:

* **Education and Training**:
	+ Best value for obtaining/learning new skillsets
	+ Learn best practices from the field’s most respected speakers
	+ Hear lessons learned from actual disasters
	+ Earn certificates of attendance for training courses and conference sessions
* **Collaboration**: Improve job proficiency through critical information sharing with other emergency management professionals in all levels of government, private sector, public health and related professions with nearly 2,000 participants.
	+ Attend private meetings and training sessions specific to your group
* **Hands-On Training**:
	+ FEMA - EMI, TEEX, and NDPTC, and the Naval Postgraduate School - CHDS, training offered to maximize continuing education
	+ Many other pre/post-conference training courses offered
* **Products and Services**: EMEX 2021 will showcase the industry's best technologies, products and services.
* **Return on Investment**: The attendee overtly and intuitively gains knowledge with attendance.

(more)

Thank you for considering this request. Learn more about the IAEM 69th Annual Conference & EMEX 2021 by visiting our conference web site at [https://iaemconference.info/2021/](https://www.iaem.org/usconf/)

Sincerely,

**Elizabeth B. Armstrong, MAM, CAE**

**IAEM CEO**

**International Association of Emergency Managers**

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**Oct. 15 – 22, 2021**, IAEM 69th Annual Conference & EMEX, Grand Rapids, MI