Dear **<Manager Name>,**

I would like to attend the 2017 Grid Evolution Summit - A National Town Meeting, from July 25-27, 2017, in Washington, DC.

The Summit, hosted by the Smart Electric Power Alliance (SEPA), offers comprehensive thought leadership on the inclusion and integration of distributed energy resources onto the electric grid. With the huge variety of topics covered at this conference, I can focus my learning to best benefit our organization. And the diverse audience of attendees will allow me ample opportunities for networking. SEPA’s events are well-known for providing attendees with in-depth, actionable learning opportunities that can be applied immediately to advance our programs and projects in the DER space.

The 2017 event in DC features a full day of high-level roundtable panels, along with a second day of three concurrent, workshop-format breakout tracks that will dive deeper into case studies and lessons learned.

[OPTIONAL: There is also a DER Fundamentals Workshop I would like to add on that is being held the day before. I think this will provide me with a solid knowledge base prior to the main event.]

This Summit will:

* Grant me access to over 20 sessions that address the most relevant topics and challenges faced in the evolution of the electric grid
* Improve my skills and knowledge to make me a more valuable asset to the organization
* Give me the opportunity to learn from industry experts
* Allow me to network with other professionals to share best practices and gain new perspectives
* Open new avenues for me to find solutions for our biggest challenges
* Allow me to leave the Summit with a better idea of what it takes to serve our **<clients/members/stakeholders>** and stay ahead in the industry

If you have any questions about the 2017 Grid Evolution Summit, please let me know. You can also view the conference website [here](http://www.sepantm.com).

If I register early we can also get a substantial discount.

Thank you for considering my request.

**<Your Name Here>**

Conference Cost Calculator  
Fill in a value for each category. When done filling out dollar amounts, highlight/select the dollar value in the total row and press F9 to get your revised total.

|  |  |
| --- | --- |
| Registration (see current rates below) |  |
| SEPA Power Players Awards Dinner ($50.00 per person) |  |
| Workshop ($295 member/$395 non-member) |  |
| Hotel ($249 per night) |  |
| Airfare |  |
| Ground Transportation |  |
| Meals and Misc. |  |
|  |  |
| **Total**  (highlight dollar value to right and press F9 to get new total amount) | $ 0.00 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Pricing** | **SEPA Member** | **Non-Member** | **Government / Academic / Nonprofit** |
| Early Bird Registration (January 1 - June 2) | $895 | $1,395 | $495 |
| Regular Registration (June 3 - July 27) | $1,195 | $1,695 | $495 |