

(*insert name here*)

As a safety professional, I am expected to have expertise in environmental management, ergonomics, industrial hygiene, product safety, Workers’ Compensation, construction safety and organizational management. In addition, to the more traditional aspects of safety management and engineering, CSSE’s Professional Development Conference encompasses all this and so much more.

Over 750 OSHE professionals will come together to learn about best practices, case studies, and the latest safety technology. The conference has been providing general, intermediate, and senior level topics for safety professionals for almost 50 years and is known for providing first-class education and training. It is truly the industry’s “must-attend” event.

I believe my attendance will be a cost-effective investment for the organization. For three days, I will be engrossed in over 12 hours of education attending multiple concurrent sessions, roundtables, panels, networking lunches, and interact with fellow professionals. I am especially interested in the topics relevant to our organization’s situation, such as:

(*Session 1 Name Here*)

(*Session 2 Name Here*)

(*Session 3 Name Here*)

Additionally, if we send a team of ten or more, we can save money by taking advantage of the 10% discount off the Super Early Bird rates.

Upon returning to (*Insert Your Company Name here*), I will host an "Everything I have learned at CSSE" presentation where I will share best practices and lessons learned from leading experts and practitioners in the field. Our co-workers may then benefit from my conference experience as well.

My goal is to constantly grow as an individual and I strive to become a more proficient safety professional. I hope you agree my professional development and increased safety knowledge is a worthwhile investment to our organization.

Thank you for your consideration,

(*insert name here*)



**Professional Development Request**

Submission Date: (*insert date here*)

Name: (*insert name here*)

Dates: Number of Days: *(average* *4 days)* Number of Nights: *(average 3 nights)*

Website: <https://csse.org/site/events/conference> Society: [www.csse.org](http://www.csse.org)

What events/programs/activities will be taking place in your area during this time, and who will cover them in your absence?

(*insert here*)

**Costs**

Airfare: *(average cost $450, insert here)*

Hotel: *(group rate $234, insert here)*

Meals: Breakfast included Monday, Tuesday & Wednesday

Lunch included Monday & Tuesday *(average cost $50 per day, insert here)*

Car: *(estimated taxi fare from airport is $18 one way)*

Other: *(insert cost here)*

**Fees**

Registration: *(costs range from early to late for Executive Level $1005-$1210 – member rate)*

Pre or Post Conference Seminars: *(costs are $749 per course – member rate)*

Conference Add-ons: *(costs range from $75 - $150)*

Total Cost: *(insert cost here)*

Supervisor Review

* Professional Certification
* Professional Development
* Work Required

Approvals

* Approved
* Not Approved

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* Approved

* Not Approved

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Notes:

Upon Return

1. What sessions/workshops/events or courses did you attend?

2. What did you learn in each session?

3. How will you use the information gained?

4. What other information did you gain that can be used or passed on to others?