# **Make the Case for Congress**

*Feel free to use the below email as is or customize it to suit your needs. We hope to see you at Congress!*

Subject line: Request to attend the 26th Annual LCI Congress

Hi [insert supervisor’s name here],

I’m requesting approval to attend the [26th Annual LCI Congress](https://lcicongress.org/2024/), taking place October 22-25 in San Diego, CA. Playing a vital role in the design and construction industry for 26 years, Congress brings together owners, designers, builders, and all project team members to collaborate on best practices in Lean project delivery. By participating in educational sessions relevant to my work and our organization’s goals, I’ll gain knowledge and tools to add value in my role.

Highlights of the comprehensive program include:

* **Learning Day**, Tuesday, October 22: During Learning Day, participants take deep dives into topics spanning Last Planner System ®, Target Value Delivery, and more.
* **Core Program**, Wednesday to Thursday, October 23-24: Featuring four distinct tracks, attendees immerse themselves in actionable learning covering various areas of Lean practices. Highlights include an inspiring [keynote speaker](https://lcicongress.org/2024/keynote-speakers/), Live Labs, and topics for every stage of Lean learning.
* **Gemba Day**, Friday, October 25: Participants gain exposure to Lean results in action at unique off-site locations.
* **Exhibit Hall**, Open scheduled times throughout Congress**:** Attendees can connect with companies to help their organizations gain a competitive edge and increase efficiencies.

Attendees register for the Core Program and can add on the Learning Day and/or Gemba Day.

After Congress, I can share recorded core program sessions with our colleagues, as well as share key takeaways and quick wins for our team to implement immediately. I also hope to build a valuable network that we can leverage on future projects.

I’m happy to share additional details about the [program](https://lcicongress.org/2024/program/) and more. Please let me know if you have any questions.

Thank you for your consideration. I hope to register soon for the best rates and to book my travel.

Best,

[insert your signature line]