**Subject:** Strategic Request: Attend BioProcess International 2025 to Guide Our Development and Platform Strategy

Dear [Boss’s Name],

I’d like to request approval to attend the **BioProcess International Conference & Exhibition**, taking place **September 15–18, 2025 in Boston**. While members of my team may benefit from the technical depth of this event, I believe it’s equally important that I attend in person to **evaluate emerging strategies, benchmark against industry peers, and identify key partners and technologies** that align with our next phase of development.

**🧭 Why My Attendance Matters at the Leadership Level**

**1. Stay Ahead of Where the Industry is Moving**
At the director level, I need a clear view of where bioprocessing is headed—whether that’s **continuous manufacturing**, **AI-driven process analytics**, **CMC strategies for gene therapy**, or **regulatory expectations across modalities**. BPI gives me direct access to what our peers are doing, and how we need to adapt or lead.

**2. Identify the Right Investments for the Next 12–24 Months**
From single-use technologies and perfusion strategies to vendor platforms and outsourcing models, this event is a chance to evaluate **future-critical tools and partners**—not just for current projects, but for our long-term platform strategy.

**3. Benchmark Our Approach vs. Industry Leaders**
Attendees include senior leaders from Pfizer, AstraZeneca, Amgen, GSK, and fast-scaling biotechs. The sessions and discussions provide insight into how others are structuring their development pipelines, managing tech transfer, and solving scale-up bottlenecks. This helps validate our own internal direction—or challenge it where needed.

**4. Strengthen External Partnerships and Visibility**
This event is more than education—it’s where **relationships are formed with potential CDMOs, technology providers, and thought leaders**. My presence opens doors for future collaborations, licensing discussions, and vendor negotiations at a senior level.

**5. Bring Strategic Value Back to the Team**
While individual contributors may attend for technical depth, I will focus on **cross-functional synthesis**: where our platform can evolve, how other companies structure development operations, and which technologies are gaining meaningful traction.

**📥 Extended ROI: Ongoing Access to Insights Post-Event**

As a registered attendee, I will have **on-demand access to all recorded sessions and presentations**, which will allow me to:

* Share key insights across departments (R&D, Quality, Manufacturing, Regulatory)
* Reference specific case studies or strategies when making cross-functional decisions
* Continue evaluating vendor platforms with our internal tech leads post-event

This makes the event a **long-term strategic resource**, not just a one-off.

**✅ Value to [Company Name] at the Leadership Level**

| **Strategic Area** | **Outcome** |
| --- | --- |
| **Technology Planning** | Identify platform-enabling tools and anticipate what’s coming in digital bioprocessing and continuous manufacturing. |
| **Process & People Alignment** | Learn how other companies are structuring CMC, QA/QC, and tech transfer teams during key inflection points. |
| **Partnerships** | Engage with CDMOs, suppliers, and software vendors that can scale with us. |
| **Regulatory & Risk** | Gather insights into global expectations for process robustness, comparability, and IND-enabling packages. |
| **Team Empowerment** | Bring back strategic direction and resources that my team can implement. |

**💰 Budget & ROI Summary**

| **Item** | **Estimate** |
| --- | --- |
| **Conference Registration** | ~$4,099 |
| **Travel & Lodging** | Boston, 3-4 Days  |
| **Deliverables** | Post-event leadership briefing, vendor summaries, and internal strategic recommendations |

**🎯 Why It’s Essential I Attend Now**

With our pipeline entering [e.g., IND-enabling, early clinical, tech transfer, scale-up] phase, and increasing complexity across sites, vendors, and modalities, **my presence at BPI ensures we are making the right platform-level decisions**—not just for the next experiment, but for the next two years of growth.

This is an investment in proactive leadership, strategic foresight, and industry engagement. I’d be happy to walk through how I’ll structure my attendance and report back value to the broader team.

Thank you for considering this.

Best regards,
[Your Name]
Director, [Function or Department]