**Subject:** Request to Attend BioProcess International Conference, Boston (September 15–18, 2025)

Dear [Boss’s Name],

I hope you’re well. I’d like to propose attending **BioProcess International Conference & Exhibition**, taking place **September 15–18, 2025 in Boston**. This premier forum draws over 3,200 bioprocessing professionals—including scientists from all the top 20 pharma and biotech companies—to explore the latest breakthroughs in biologics manufacturing, CMC analytics, cell and gene therapy production, and digital bioprocessing.

**🚀 Strategic Value for Our Team**

**1. Access the Full Spectrum of Critical Content**
The agenda spans upstream (cell line, culture, fed‑batch/perfusion), downstream (continuous processing, purification), analytical characterization, quality, and manufacturing strategy—aligned with our current pipeline across monoclonals and advanced therapies.

**2. Learn from Industry Case Studies & Bring Back Proven Practices**
Sessions feature real-world examples: process intensification, scale-up success stories, and actionable workflows that we can evaluate and adopt.

**3. Network with Leading Experts and Peers**
Speakers include scientists from the Top 20 Biopharmaceutical companies—providing an unmatched opportunity to exchange ideas and validate our approaches against top-tier industry benchmarks.

**4. Tap into Emerging Technology & Vendor Innovations**
Over 250 exhibitors will showcase tools for bioreactors, chromatography, continuous manufacturing, PAT/QbD, digital twins, single-use tech, and AI-powered analytics—many directly applicable to our goals.

**5. Maximize ROI Through Pre‑Conference Workshops**
Optional workshops focus on continuous bioprocessing, CMC roadmap strategy, and integrated development—offering practical knowledge for immediate application.

**📥 Extended ROI: Access to Post-Event Presentations**

One of the most valuable aspects of BPI is the **full access to recorded sessions, speaker presentations, and technical posters after the event**. This ensures:

* **On-demand access** to critical insights we may not be able to attend live (many sessions run concurrently).
* **Reusable reference materials** for internal SOP improvements, tech transfer preparation, and regulatory documentation strategy.
* **Lasting value**—we can return to these talks when we encounter similar challenges down the line (e.g., viral clearance bottlenecks, assay comparability, cell line stability).

This makes the event not just a one-time investment, but a **long-term technical and strategic resource** for our teams.

**✅ Benefits to [Company Name]**

| **Benefit Area** | **Expected Outcome** |
| --- | --- |
| **Efficiency** | Learn how to accelerate **cell line development**, **upstream feeding strategies**, and **purification yields**, reducing time-to-clinic. |
| **Quality & Regulatory** | Up-to-date best practices in **CQA analytics**, **comparability**, and **global regulatory expectations**. |
| **Innovation Pipeline** | Practical applications for mAbs, bispecifics, gene and cell therapies, and viral vectors. |
| **Competitive Intelligence** | Insight into tools and platforms being used by top pharma competitors. |
| **Internal Impact** | Share learnings and slides with broader teams to inform platform strategies and vendor selection. |

**💰 Cost Summary**

* **Registration Fee:** Early bird rate available through mid-August (significantly discounted for biopharma attendees)
* **Travel & Lodging:** Boston, 3–4 days
* **Deliverables:** Internal presentation summarizing key takeaways, vendor evaluation matrix, and team-wide content access

**🎯 Why Now?**

With our pipeline maturing and expectations for speed and quality increasing, BPI offers actionable strategies to strengthen our development capabilities. The ability to access **both in-person networking and post-event recorded content** maximizes learning and cross-functional alignment across R&D, tech ops, and regulatory.

Thank you for considering this request—I’d be happy to discuss how to optimize my attendance for the greatest return to our organization.

Best regards,
[Your Name]
[Your Title]