**ICC Annual Conference Justification Letter**

You know how valuable attendance at the International Code Council Annual Conference can be, but does your supervisor? Below is a justification letter to serve as a template for making a case to your supervisor on why you should attend the 2025 ICC Annual Conference, Expo and Hearings. This letter outlines the benefits of the event to help you get the support and funding you need to attend the conference.

**Subject**: Approval to attend the 2025 ICC Annual Conference, Expo and Hearings.

Dear [Supervisor Name],

I would like your approval to attend the International Code Council Annual Conference and Expo on October 19–22, and Committee Action Hearings October 22–30 in Cleveland, Ohio. These important building industry events offer educational sessions, capacity building events, a view of the newest building safety materials and methods, and the opportunity to provide input on proposed changes to building safety codes. I can learn from internationally-recognized experts in the building safety industry and earn valuable continuing education units (CEUs) to fulfill my training requirements.

My objectives in attending this conference are:

* ***Earn CEUs to fulfill my training requirements and learn from the top experts in our field.*** The conference will enable me to attend in-depth educational sessions that are directly applicable to the work I do. I can earn CEUs to fulfill my certification requirements by attending and participating in conference sessions and events. [List the sessions you plan to attend as well as the learning outcomes and how they will benefit you, your team and your organization.]
* ***Increase efficiencies and productivity***, enhance performance to help the bottom line, and maximize your investment in me by sharing the knowledge I learn at the conference with you and our coworkers. For example,[Cite specific programs, sessions or events that will enable you to do this.]
* ***Engage in capacity building with my peers*** from other jurisdictions to benchmark and learn what they are doing to solve similar problems and launch innovative solutions.[List capacity building opportunities including educational discussion groups and building tours.]
* ***Participate in the important code development process*** that will shape the 2027 International Codes.[List the code hearings you plan to attend and how code changes may impact your work.]

The ICC Annual Conferenceis the best investment you can make in my professional development and the future of our organization this year. **If I register now, I will save on registration.** I hope you will support my attendance.

Thank you for your consideration.

[Your name]