



[Manager's Name],

I would like approval to attend the Manufacturing & Automation eXchange (MAX), March 25–26, 2026, at the Music City Center, Nashville, Tennessee.

MAX unites six respected industry brands – ASSEMBLY, Quality Magazine, Adhesives & Sealants Industry, ISHN, Paint & Coatings Industry, and Packaging Strategies – into one collaborative forum. The program emphasizes smart-factory integration, workforce efficiency, and real-time problem-solving through live demonstrations, expert-led sessions, and structured peer networking.

What I plan to accomplish:

- Schedule meetings with exhibitors that address our current automation and quality goals (such as robotic assembly, in-line inspection, data analytics).
- Attend learning sessions and other discussions focused on working more efficiently and improving first-pass yield.
- Benchmark our processes against case studies presented in the MAX eXperience workshops.

Estimated investment

Travel/Airfare: \$\_\_\_\_\_

Hotel: \$\_\_\_\_\_ (MAX room block opens Fall 2025 with discounted rates)

Meals: \$\_\_\_\_\_

Registration:

- Expo-Only Pass (Buyer/User) – FREE if registered by February 14, 2026 OR
- MAX eXperience Pass – \$150 Super Early Bird rate (adds workshops and VIP access)

Total: \$\_\_\_\_\_

Within one week of returning, I will deliver a concise report and slide deck outlining:

- Three actionable improvements for our production line.
- Vendor contacts plus cost-benefit notes for each potential solution.
- Key performance metrics shared during sessions and how they relate to our goals.

Thank you for considering this request.

Best regards,

[Your Name]