

## EXAMPLE TEMPATE

Dear <Supervisor's Name>,

I would like your approval to attend the 2021 FEA Annual Conference, *1031– A Century of Growth* Celebrating 100 years of the section 1031 tax code. This conference is a three-day learning experience with a unique power-packed design of industry specific general sessions by attorneys, CPAs and experts in the 1031 exchange field.

Topics include: 1031 Boot Camp, 1031 Reverse Exchange Boot Camp, annual 1031 tax update, economic update, legislative update, ethics, difficult 1031 issues panel, cyber security and best practices, insurance coverage options, and much more!

Registration also includes full access to speakers, sessions, breakfast, luncheons and networking receptions. **<I can also receive credit toward my certification/license CES® Credits are being offered/CLE credits have been applied for>**. The general sessions and networking opportunities will give me tangible takeaways we can apply at **<organization name here>**.

The conference takes place at The Palmer House in Chicago, Illinois September 22–24, 2021.

Here is the approximate cost of my attendance:

Airfare: <\$xxx>  
Transportation/parking: <\$xxx>  
Hotel: <\$xxx>  
Meals: <\$xxx>  
Pre-Conference Session Fee: <\$xxx>  
Conference Fee: <\$xxx>  
Total: <\$xxx>

My attendance at the 2021 FEA Annual Conference is a wise investment for **<organization name here>**. The contacts I'll make and the ideas I'll come away with will help maximize my abilities to impact **<company name>**'s growth and development.

Thank you for the consideration. I look forward to your approval.

Sincerely,  
**<Your Name here>**

## FEA 2021 Annual Conference Reference Sheet

**Dates:** September 22–24, 2021

**Conference location:** The Palmer House  
17 E Monroe St  
Chicago, IL 60603

**Theme:** 1031– A Century of Growth

<b>Conference Attendee Registration</b>	<b>By August 27</b>	<b>After August 27</b>
FEA Member (1st person registering)	\$895	\$995
Multi-Attendee Rate <i>(additional person from same FEA member company)</i>	\$845	\$945
Non-FEA Member	\$1050	\$1150
First Time Attendee FEA Member	\$695	\$795
First Time Attendee Non-FEA Member	\$795	\$895

### **Boot Camp Registrations**

1031 Boot Camp Wednesday AM	\$250	\$275
1031 Reverse Exchange Boot Camp Wednesday PM	\$250	\$275

### **Sleeping Room Rates** *(Occupancy tax 17.4% subject to change)*

Per Night group rates through August 27, 2021:

Single or double – \$259 + tax

Triple – \$279 + tax

Quadruple – \$299 + tax

Sleeping room rate includes complementary, basic guest room and meeting room WiFi.

### **Parking**

VIP Overnight Self-Parking rate, 24 hours – \$55.00+/night

Overnight Hotel Guest Valet Parking – \$82.00+/night

### **Travel**

Chicago O’Hare <https://www.flychicago.com/ohare/home/pages/default.aspx>

- Public transit <https://www.flychicago.com/ohare/tofrom/pages/default.aspx>
- Approximately 30 minutes from The Palmer House

Chicago Midway <https://www.flychicago.com/midway/home/pages/default.aspx>

- Public transit <https://www.flychicago.com/midway/tofrom/publictransit/pages/default.aspx>
- Approximately 30 minutes from The Palmer House