**Justify Your Attendance**

**Your Path to the Global Aerospace Summit: A Guide to Securing Approval**

The U.S. Chamber of Commerce, together with Airbus and RTX, will convene companies large and small, government agencies, lawmakers, and experts from across the globe for conversations on issues unique to the aerospace industry.

One of the defining qualities of the industry is its rapid change and the U.S. Chamber is here to help you stay ahead of the curve. This guide is designed to arm you with knowledge and insights into the Global Aerospace Summit and to provide you with the tools necessary to demonstrate the benefits and imperative for you to attend on behalf of your organization.

The theme of the 3rd Annual Global Aerospace Summit is Shaping the Future of Aerospace, and the U.S. Chamber will host the in-person only program on Tuesday, September 10th and Wednesday, September 11th in Washington, DC. Major topics to be discussed during the two-day program include:

1. Innovating, Manufacturing, and Service Entry of New Commercial Technologies
2. Charting a Sustainable Future
3. U.S. Leadership in Aerospace
4. Geopolitical Risk and Supply Chain Resilience.
5. Legislative, Policy, and Regulatory Challenges and Opportunities

**The Advantages of Attendance**

**Enhance your situational awareness**: Over 16 hours of plenary programing with hundreds of industry experts, the sessions and policy roundtable over the waterfront of aviation, space, defense issues that are shaping the future of flight. Uniquely, the Global Aerospace Summit convene industry CEOs providing the audience with boardroom insights into the latest trends and actionable solutions.

**Expand your professional network**: Rarely does an event bring together leading aerospace companies with Members of Congress, Administration officials, and other influences in the sectors. During a jam packed two days, you'll have opportunity to network with peers and build new relationships. We offer multiple networking opportunities including social receptions and dinners (by invitation only), formal meetings rooms (available on a first come, first served basis), and informal coffee networking inside the summit venue.

**Embrace cutting-edge innovation**: The Atrium exhibit hall provides a few hands-on examples of exciting commercial technologies from a few of the world's leading aerospace companies. Last year, we featured real-time commercial earth observation and remote sensing data, the future of eVTOL and sustainable aviation technologies, and the prototype of the astronaut space suit that will safely land humans on the surface of the moon.

To help communicate the value of the U.S. Chamber’s Global Aerospace Summit to your leadership, we’ve provided a sample business justification memo. We hope that it’s a useful resource in communicating the importance of your attendance for you and your organization. If you have additional questions, please reach out to us, aerospace24@uschamber.com

Memo Template

To: Recipient's Name

From: Your Name

Date: Current Date

Subject: Justification for Attendance at the U.S. Chamber of Commerce Global Aerospace Summit

I am writing to request approval to attend the U.S. Chamber of Commerce Global Aerospace Summit, which is taking place on Tuesday, September 10-11, 2024. This premier event in the space and aviation industries brings together government leaders and industry experts from across the world.

**## Advocacy**. The summit provides a platform for us to advocate for our organization's interests. It's an opportunity to engage with policymakers and industry leaders on the most pressing topics in both air and space.

**## Access**. Attending the summit will give us access to the latest developments, trends, challenges, and opportunities in both aviation and space. This includes insights into the state of the aerospace industry post-pandemic, the impact of geopolitical events, competition in the global market, and the industry’s charge towards a more sustainable future.

**## Analysis & Intelligence**. The summit offers robust discussions on a wide range of topics, providing valuable analysis and intelligence. This includes economic opportunities in space infrastructure, advancements in the aviation industry, and the future of travel[^2^][1].

**## Networking**. The summit attracts international participation, providing an excellent opportunity for networking. It allows us to connect and collaborate with experts for conversations on revolutionizing the future of flight.

Costs

The approximate investment for my attendance is as follows (complete the information as appropriate):

Travel costs: $XXX

Hotel: $XXX

Meals: $XXX

One-Day Pass: $100 or Two-Day Pass: $150\*\*

TOTAL COST: $XXX

To purchase my pass at the price listed above, I need to register by Monday, September 2.

Following the Summit, I will write a trip and meeting summary (or blog/article) covering key insights, useful vendor product and policy information, networking discussions, and a proposal for implementing new ideas that will benefit our team.

In conclusion, I believe that attending the Global Aerospace Summit will provide significant benefits to our organization. I look forward to your positive response.

Thank you for your consideration.

[Your Name]