

Sample Letter to Manager/Supervisor

Dear [NAME],

I would like to attend the CANECT Environmental Compliance and Due Diligence Training Event, which takes place April 23-25, 2024, at the Venetian Banquet Centre in Vaughan, Ontario.

There are eight practical and interactive training courses being offered that are led by experts in environmental regulation and compliance, as well as speakers from consulting and industry. There are also opportunities for me to network with a variety of environmental protection and compliance colleagues from industry, government, consulting and legal companies, as well as exhibitors and suppliers serving the industry.

These courses are designed to help attendees meet their environmental responsibilities, stay up-to-date with new and changing regulations and best practices, and help to prove our organization's due diligence. CANECT has been providing training courses for environmental professionals for over 30 years.

I am seeking approval for the registration fee, travel expense and hotel accommodations. A detailed cost breakdown is included below.

After reviewing the CANECT course descriptions and agendas, I have identified and checked the following course(s) to attend:

- Environmental Regulation & Compliance 2024 – **April 23**
- Anaerobic Digestion: Compliance and Optimization – **April 23**
- Driving Environmental Performance in a Complex World – **April 24**
- Environmental Issues: Air Quality, Climate Change & Decarbonization – **April 24**
- Ontario's Excess Soils Regulation and Contaminated Sites 2024 – **April 24**
- Water & Wastewater: Regulation and Compliance 2024 – **April 25**
- The Evolving Landscape of Extended Producer Responsibility (EPR) – **April 25**
- Dealing with Environmental Emergencies and Spills – **April 25**

The course(s) I chose relate to my responsibilities and to the relevant regulations that affect our organization. Attending these courses at CANECT will help to reduce the time it takes to research these subjects, allow me the opportunity to ask questions, and



APRIL 23 – 25, 2024

THE VENETIAN BANQUET &
HOSPITALITY CENTRE
VAUGHAN, ON

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provide me with take-away course materials for future reference and to share with my team. These courses also qualify towards my professional development hours and any continuing education requirements.

Information on registration fees is available at www.canect.net/registration. There are generous discounts for attending more than one course, or for attending with colleagues.

Breakdown of conference costs:

Transportation:	\$
Hotel (Conference block rate is \$169/night):	\$
Meals (Breakfast, lunch and coffee included):	\$
Registration Fee:	\$
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Total Cost:	\$

The opportunity for me to expand my understanding, develop / maintain contacts, and gain knowledge in specific areas of environmental regulation and compliance, make attending the 2024 CANECT Environmental Compliance and Due Diligence Training Event a worthwhile investment.

Sincerely,