**Apartmentalize 2024**

**Request to Attend – Memo Template**

From: [Your Name]

To: [Supervisor’s Name]

Re: Attending APARTMENTALIZE

I am interested in attending [APARTMENTALIZE](https://naahq.org/apartmentalize), June 19-21 in Philadelphia, and would like your approval to register and book travel.

APARTMENTALIZE is the largest event for the rental housing industry and offers everything I am looking for in terms of professional development, networking opportunities, sourcing new products and services and meeting suppliers. It is produced by the National Apartment Association, so the content is top notch.

APARTMENTALIZE has the most extensive education program I have found, with 100+ sessions led by people who work in the industry and offer real-world advice. I’m particularly interested in sessions on: [add the [session track(s)](https://apt24.mapyourshow.com/8_0/sessions/#/) or [specific session titles](https://apt24.mapyourshow.com/8_0/explore/index.cfm?list=educationsessions) that apply to your situation]

The NAA Exposition will have close to 600 exhibitors. Walking the show floor will give me a snapshot of what is trending in the industry, what services and products other companies are using and where we can improve. It would be very helpful for me to speak with exhibitors in person to find out what solutions are available to us to [name some objectives you have, for example: improve operations, increase productivity, bolster security, enhance our marketing efforts—and add specifics]. For example, I could meet with reps from: [name [specific exhibitors](https://apt24.mapyourshow.com/8_0/floorplan/?st=featuredexhibitors&hallID=A) that interest you].

As a follow-up after the event, I would be happy to share what I have learned with other team members and brief you on my top takeaways.

Here are my anticipated expenses:

Registration: [Fill in with current rate—there are discounts for NAA members and groups.]

Transportation: [Fill in airfare or train fare to PHL, mileage reimbursement, taxi/car service total.]

Hotel: [Hotel rates for attendees are on our [Hotel Map](https://naahq.org/sites/default/files/2024-03/Apartmentalize%20Hotel%20Map%20as%20of%203-6-24.pdf).]

Meals: [Calculate based on your personal needs/company guidelines. Registration includes Expo Eats lunch on Thursday and Friday and dinner at the Thursday Night Party.]

Estimated Total: [Fill in appropriate amount.]

Thank you,

[Your Name]