

Subject: Request to Attend the 5th Last Planner System Conference

Hi [insert supervisor's name],

I'd like to request approval to attend the [5th Last Planner System Conference](#), taking place April 16–18, 2025, in San Francisco, CA. This conference is the only event dedicated to the Last Planner System®, bringing together industry pioneers and Lean Construction experts to explore practical applications, project success stories, and the latest advancements in Lean methodologies.

Attending this event will help improve our planning, scheduling, and execution strategies by providing actionable insights on workflow reliability, constraint management, and production planning. It will also give me the opportunity to learn from real-world case studies showcasing successful Lean implementations at UCSF, Sutter, SFO and several other companies.

Conference Program includes:

- **Gemba Walks (April 16)** – Site visits to UCSF BRAB and UCSF Parnassus Helen Diller, where teams will share how they use Last Planner System®, Big Room, Target Value Delivery etc. to improve project efficiency.
- **Main Conference (April 17–18)** – 17 sessions led by 25 industry leaders, covering topics such as progressive design-build, LPS, IPD, Virtual Design & Construction (VDC), and Lean leadership.
- **Exhibitors** – Exposure to new technologies, tools, and solutions that can enhance our project planning, scheduling, and coordination efforts.
- **Networking Events** – Engage with owners, general contractors, trade partners, and Lean practitioners at the Welcome Reception, Networking Happy Hour, and Exhibitor-Hosted Dinners

The knowledge and insights gained from this conference will help us improve our planning processes, increase efficiency, and enhance collaboration across teams. I can also bring back key takeaways and learnings to share with our team, helping us implement best practices and drive improvements in our current projects.

I'd love to discuss how this aligns with our team's priorities and how we can apply the lessons learned to improve our workflows. Please let me know if you'd like more details or have any questions.

Thank you for your time and consideration—I hope to confirm my participation soon to secure Early Bird registration rates.

Best,

[Your Name]