

METALCON 2026 Attendance Request

Dear _____,

I would like to request approval to attend METALCON 2026, which will take place October 7–9, 2026 at the Orange County Convention Center in Orlando, Florida.

METALCON focuses on the use of metal in building design and construction and brings together contractors, fabricators, architects, engineers, manufacturers, distributors, and suppliers from across the industry.

Attending METALCON would give me the opportunity to see what's new in metal construction and talk directly with manufacturers and industry experts in one place. With more than 250 companies exhibiting, it provides a valuable opportunity to compare products, tools, systems, and technologies that could help improve how I do my job, solve real workplace challenges, and make projects run more efficiently.

By attending, I would be able to:

- Learn about new products and solutions that could improve job performance.
- Participate in hands-on installation and construction demonstrations focused on practical techniques and field best practices.
- Compare manufacturers, products, and technologies.
- Attend education sessions on building performance, sustainability, metal building systems, and industry issues such as tariffs and new innovative technologies.
- Earn continuing education credits, including AIA Learning Units (LU) and HSW credits.
- Connect with industry experts and build relationships with manufacturers and suppliers.

METALCON also offers free education sessions, keynote presentations, product demonstrations, and networking events.

Before attending, I will identify specific goals for the event and plan my schedule so I can focus on the sessions, companies, and technologies that are most relevant to our work. After the event, I will share what I learned, along with any useful contacts, product information, or ideas that could benefit our team.

I believe attending METALCON would be a valuable opportunity to stay current with developments in the industry and bring back insights that could help our company.

Thank you for considering my request.

Sincerely,

Costs, Benefits & Objectives Worksheet

By attending METALCON 2026 (October 7-9 in Orlando, Florida), I will participate in educational sessions, explore new products and technologies, and connect with companies and professionals across the metal construction industry.

Objectives for Attending

To get the most value from attending METALCON, I plan to focus on the following goals related to my role and the challenges we are currently working on.

Objective 1: _____

Objective 2: _____

Objective 3: _____

Education Sessions I Plan to Attend

- _____
- _____
- _____
- _____

Exhibiting Companies I Plan to Visit

Company: _____ Booth No. _____

Cost-Saving Opportunities

I understand that travel expenses are an important consideration. My goal is to bring back practical insights, industry contacts, and ideas that will provide value to the company and our projects.

To help manage expenses, METALCON offers discounted early registration and negotiated hotel rates for attendees.

- Early Registration: Reduced registration rates are available when registering in advance.
- Official Hotel Block: Discounted hotel rates are available through METALCON's exclusive block of hotels near the convention center.

Taking advantage of these options can help reduce the overall cost of attending.

Estimated Expense Summary (METALCON 2026 – October 7–9, Orlando, Florida)

Expense	Estimated Cost
Conference Registration	\$
Airfare	\$
Hotel (3 nights)	\$
Meals	\$
Ground Transportation	\$
Estimated Total	\$