*Sample letter explaining the value of participating in the 2020 Energy Exchange.*

Dear <*Insert Name* >:

I would like to attend the U.S. Department of Energy (DOE) Energy Exchange in Atlanta, Georgia, August 11-13. This year focuses on Empowering Solutions, demonstrating the importance of collaboration and innovation needed to leverage energy efficiency technologies and practices that offer efficient-resilient-secure energy and water management solutions. By Empowering Solutions, Energy Exchange 2020 will share proven planning and delivery processes from the energy efficiency-resilience nexus.

Hosted and developed by the Federal Energy Management Program (FEMP), the goal of the Energy Exchange 2020 is to provide federal agencies with the resources and tools necessary to develop and maintain efficient, resilient, and secure water and energy infrastructure across the United States government, resulting in optimized energy and water systems that mitigate outage impacts, supporting continuous mission operations, resulting in cost and waste reduction.

This training event is aligned with the Federal Buildings Personnel Training Act, the National Defense Authorization Act and provides the opportunity for accredited continuous learning credits. Training sessions will focus on providing energy and water professionals with the resources and tools necessary to meet the challenges associated with becoming efficient, resilient and secure in support of continuous mission operations, regardless of operating conditions. Typically, over 85% of the sessions award Continuing Education Credits, and more than 40% of the sessions align with the Federal Building Personal Tracing Act of 2010 core competencies, to which all Federal employees in the energy management and facility fields need to report on. FEMP is also hosting free, pre-event trainings and workshops beginning on August 10th.

Energy Exchange 2020 training focus areas include: Engaging with the Federal Government; Integrating Resilience at Federal Agencies; Optimizing Federal Facilities and Portfolios Design and Operations; Ensuring Cybersecurity within Federal Facility Management; Deploying Efficient Technologies in Federal Projects; Developing Financing for Federal Projects. This year, Energy Exchange 2020 will offer 15 tracks across six themes and will feature more than 100 individual educational sessions led by recognized speakers from the public and private sectors. This year will also focus on more in-depth hands-on problem-solving sessions.

This event provides our Agency with an opportunity in the most cost-effective way to attend accredited training, interactive panel sessions, networking events, and opportunities to partner with DOE and other Federal Agencies. Registration is open, but the early-bird discount for federal employees ends **June 12, 2020**. I appreciate your consideration and would be happy to discuss this further.

Thank you,

*<insert your name here>*