*Sample letter explaining the value of participating in the 2019 Energy Exchange.*

Dear <*Insert Name* >:

I would like to attend the U.S. Department of Energy (DOE) Energy Exchange in Denver, Colorado, August 20-22. Energy Exchange is a cost-effective, Agency-driven training event for the federal energy management community. It is one of the best opportunities to ensure the federal workforce fulfills training mandates in alignment with legislative and Administration objectives.

Hosted and developed by the Federal Energy Management Program (FEMP), training at the 2019 Energy Exchange will focus on the integrated aspects of ensuring efficient and mission-ready federal operations. Attendees will share best practices and provide technical information and tools on how the federal energy management community can support Administration goals and ensure Federal agency mission through optimized operations and replicable, cost-effective, and resilient projects.

There will be more than 18,000 training hours for attendees across more than 100 technical sessions across five themes and 14 tracks. 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 deep-dive workshops beginning on August 19th.

Attending Energy Exchange offers a three-tiered return on investment:

1. **Agency:** Platform for **agency leadership engagement** to outline priorities to staff and stakeholders via plenary and agency-specific meetings.
2. **Mission:** Opportunities for agencies to **coordinate and collaborate** across federal government. Agency-specific meeting space for no additional cost (space dependent).
3. **Individual:** Obtain a**ccredited training** for continuing education, professional certification retention, and career development.

The five themes and 13 tracks of the 2019 Energy Exchange were developed to directly support the Administration’s priorities, which direct Federal Agencies to: *(Choose one or more justification relevant to your Program/Department/Agency mission or needs)*

* Initiate strategic partnerships which demonstrate leading practices for reducing energy costs through public and private sector partnerships and implement replicable and affordable solutions.
* Overcome barriers and challenges to implement energy and water projects that optimize federal facilities and enhance their energy and water resilience.
* Integrate advanced technologies and practices into their master portfolio planning, helping to strengthen national energy security by increasing the energy supply, diversity, resilience, and reliability.
* Increase energy and water security, maintain and modernize infrastructure, improve health outcomes, maximize interagency coordination and strive for energy independence.
* Pursue energy saving performance contracts (ESPC), utility energy savings contract (UESC), and power purchase agreements to develop energy and water efficiency improvements and demand reductions service, lessening strains on the national grid and streamlining Federal expenditures.
* Efficiently and effectively integrate potential renewable energy opportunities with existing energy generation systems, controlled by secure and accessible technologies, expanding and enhancing Agencies grid and infrastructure resilience and security.
* Engage with the wider federal energy management community, including federal energy manage, private sector companies, energy service companies and utilities with the goal of integrating best practices and lessons learned with a focus on continuous improvement at the federal agency level and sharing “ what works” across the community

Registration is open, but the early-bird discount for federal employees ends **June 14, 2019**. I appreciate your consideration and would be happy to discuss this further.

Thank you,

*<insert your name here>*