Letter to Manager

< Date >

Dear **< supervisor's name >**,

I request approval to attend the 81st International Conference of Doble Clients, which is to be held on April 6-11, 2014 in Boston, Massachusetts USA. Attending this conference is one of the important benefits included in being a Doble Services Agreement Client Company.

There is no conference fee to attend the International Conference of Doble Clients. *Travel and lodging estimates are detailed below*.

This conference is the premier event for the open exchange of power industry knowledge. Our colleagues from around the globe attend to share and learn valuable information about the latest trends and techniques, best practices, and current topics of concern to our industry. Conference presentations and discussions are facilitated by both industry experts and colleagues who have faced similar challenges in maximizing their assets.

After reviewing the conference materials, I have identified a number of educational sessions which will not only aid in my own professional development, but will benefit our company as a whole; I can bring back what I've learned and share suggestions and techniques that could improve efficiency, safety and effectiveness.

The highlights of this event include:

- *Underground Cable System Diagnostics and Corrective Actions Tutorial* presented by the Arresters, Capacitors, Cables and Accessories Committee

  During the tutorial, presenters will review IEEE standards for field testing underground cable systems. Experts from diagnostic equipment providers will discuss various field diagnostic techniques, which include Thermal Imaging, Time Domain Reflectometry, Ohm Check, Partial Discharge, as well as Very Low Frequency Tan Delta and Monitored Withstand. Following the discussion of diagnostic techniques and data assessment, corrective actions such as cable injection and directional boring will be described.

- Hearing the most recent safety briefing

  In 2013 an incident was reported where a bucket truck broke a bushing on a SF6 breaker. The bushing was launched from the breaker and landed into an energized buss causing substantial damage to other equipment in the yard. It also caused a differential operation in the substation and other ground current and voltage rise problems. Hear lessons learned from the incident including understanding how important tight connections are on grounding and bonding to prevent conductors from jumping out of the connectors during a fault and the need for slack in bushing connections to allow for some movement.

- Hearing the most recent manufacturers' service advisories

  Every year we hear new service advisories that are relevant to our business. For example during the Miami Client Committee Meetings in September 2013, we heard the Bushing Committee report on ABB's September 17th update to their January 2013 Type O+C Bushing Fill Plug Advisory.

- Getting advanced notice of industry concerns and emerging problems

  A number of papers will discuss other utilities' experience with various apparatus including lessons learned, early warning signs and fleet management decisions:

  - One utility will speak about its experiences as it thoroughly evaluating its metalclad switchgear fleet to determine the proper approach in addressing the associated issues and concerns.

    Based on inquiries from executive leadership, concerns from operations related to safety and reliability, asset condition issues associated with deterioration and age, arc flash guidelines, and changes in

technology the state of the company's metalclad switchgear fleet has become a priority. Over the past few years, the utility has experienced several safety related incidents with metalclad switchgear and components involving personnel. Additionally field personnel have requested reviews of alternatives to metalclad switchgear replacement and installations such as open air designs.

- There will be a roundtable discussion involving four representatives from North American utilities who will describe their formal substation equipment replacement programs. It will include discussions of:
    1. Description of formal equipment replacement programs
    2. Criteria that the utilities employ to identify equipment that is included as part of a system-wide replacement program
    3. Description of prioritization criteria (the order in which specific equipment is replaced)
    4. The size of the equipment population that is being replaced
    5. The expected duration of the program

- Training Track opportunities throughout the week along with equipment workshops and users groups

  Training classes cover a wide variety of Doble and non-Doble field tests and software. These training classes will give new insights on how to improve or optimize our company's testing program.

- Sharing information and concerns openly with industry peers in the Committee Meetings – no manufacturers will be in attendance

  This is one of the most valuable aspects of the conference - openly discussing ongoing industry issues without any formal script or OEM.

- Meeting with industry manufacturers and service providers in one location during the Industry Expo

  The industry expo, is attended by every major OEM we do business with. This is an opportunity to discuss issues with their product as well as get a better understanding of what is new in the industry

Here is the breakdown of projected costs to attend the Boston event:
Roundtrip Airfare: **<$xx – based on your location>**
Transportation: **<$xx –** ***you will not need to rent a car while in Boston. A cab to the hotel is $35 one way without gratuity.>***
Hotel: **<$xx –** ***the group rate per night is $265 at the Westin Copley Place Hotel plus the 14.45%*** *applicable tax for a total of $303.29 per night.>*
Meals: **<$xx –** ***please note that we provide lunch on Monday, Wednesday and Thursday. Plus there is a Thursday night dinner>***

The total costs associated with attending this conference are: **<$xxxx>**.

I sincerely believe that attending the 81st International Conference of Doble Clients will be a great benefit to **< name of your organization >**. We will get more than information, I will bring back lessons learned and knowledge that we can put to work immediately.

Sincerely,

< your name here >