

2026 ISPE

ANNUAL MEETING & EXPO

18-21 October | Washington, D.C., USA

Build Your Case

Use this guide to help you communicate the value of attending the 2026 ISPE Annual Meeting & Expo. Show your employer how your participation will support your professional development, expand your expertise, and provide valuable takeaways for your team.

#ISPE26AM



QUICK FACTS

#ISPE26AM



Up to 1.63 ISPE CEUs

Earn continuing education units for participating in the conference



17+ Hours of Education

Expert-led technical education sessions



4 Interactive Workshops

Hands-on learning experiences



350+ Exhibitors

The latest tools, technologies, and solutions



150+ Expert Speakers

Thought leaders and regulators offering real-world expertise



13+ Hours of Networking

Connect with peers from around the world



The 2026 ISPE Annual Meeting & Expo comes at a critical moment. This year's meeting is designed to equip leaders with the tools, insights, and connections needed to navigate uncertainty and deliver with confidence.



Connie Langer

Chair, 2026 ISPE Annual Meeting & Expo

*Regulatory Intelligence Lead – Pharma Quality, Safety, and Environmental Operations
Pfizer Global Supply*



EXPLORE TECHNICAL TRACKS TAILORED TO YOUR FOCUS AREA

Digital, Data,
and Decision
Integrity



From
Breakthrough
to Bedside



Governance,
Risk, and
Readiness



People,
Capability, and
the Workforce
of Delivery



Systems That
Deliver Reliably



To view the full agenda and session details, visit: ISPE.org/26AM

KEY REASONS TO ATTEND

This year's conference will feature technical sessions exploring the latest advancements in sustainability, operations, supply chain, facilities, production systems, equipment, information systems, product development, quality systems, regulatory guidance, and emerging industry innovations. This signature gathering is more than an opportunity to learn—it's a chance to connect with professionals from across the life sciences industry.

From emerging leaders to seasoned executives in drug manufacturing, supply chain, devices, equipment, and services, as well as representatives from global regulatory agencies, you will have opportunities to network, exchange insights, and explore the latest technologies and solutions in the expansive Expo Hall.



Continuing Education and Professional Growth

Earn 1.63 CEUs while expanding your knowledge through a variety of learning experiences—including technical concurrent sessions led by industry and regulatory experts, keynote and general sessions, panel discussions, and interactive workshops—all curated to support your career development.



Exclusive Access to Industry Insights and Innovations

Explore the latest trends, breakthroughs, and developments advancing the life sciences industry while gaining timely, actionable insights to stay ahead in your field.



Unmatched Networking Opportunities

Engage with professionals, thought leaders, and peers from around the world to build lasting connections, exchange ideas, and grow your professional network.



Showcase of Cutting-Edge Technologies and Solutions

Experience innovations, products, and services firsthand by connecting with exhibitors in the expansive Expo Hall, showcasing groundbreaking tools and technologies.

STEPS TO BUILD YOUR CASE

1 Identify Your Goals

Clarify how attending the 2026 ISPE Annual Meeting & Expo supports your professional development objectives and aligns with your team's needs.

2 Highlight the Benefits

Use the key reasons to attend—continuing education, industry insights, networking, and exposure to innovations—to demonstrate how your participation will add value to your role and organization.

3 Outline the Investment

Provide a clear breakdown of anticipated costs, including registration, travel, and accommodations, and explain why this investment offers a strong return.

4 Request Support

Ask for the time or support needed to attend, highlighting how it will help you contribute more effectively to key projects—while ensuring minimal disruption to daily work.

5 Personalize the Sample Justification Email

Align your justification with your manager's goals, showing how your attendance supports key business priorities.

6 Offer to Share Your Learnings

Describe how you will share key takeaways, new ideas, resources, and best practices with colleagues to extend the value of your participation across your team or organization.

SAMPLE BUDGET FOR ATTENDING

Breakdown anticipated expenses to present a clear and comprehensive financial request:

Registration Fees

Include the applicable rate (e.g., member, nonmember, or group) and highlight any available discounts or promotional offers.

Travel Costs

Estimate transportation costs such as airfare, train fare, mileage reimbursement, rental car, ride-share services, etc.

Accommodations

Provide estimated hotel expenses based on nightly rates and the duration of your stay.

Meals and Incidentals

Estimate daily meal and incidental costs per your organization's policy, noting that many meals are included with conference registration—helping reduce expenses.

Additional Expenses

Consider enhancing your conference experience with optional events, including the [2026 Facility of the Year Awards \(FOYA\) Banquet and Awards Celebration](#), the 17th Annual ISPE 5K Run/Walk, the Women in Pharma® Monday Night Networking Event, the Tuesday Night Celebration, and [post-conference training sessions](#).

[Click here to find essential travel information and tips.](#)

Planning to Attend Virtually?

Adjust your justification email and budget to reflect the reduced cost—no travel or accommodations required. You'll still gain access to select education sessions and valuable networking opportunities.

Watch Anytime: 90-day access to all session recordings, streamed or not.

JUSTIFICATION EMAIL

Ready to make your case? Use this customizable justification email as a guide to formally request approval to attend the 2026 ISPE Annual Meeting & Expo. Tailor the message to reflect your goals, team objectives, and highlight the sessions or activities most relevant to your work.

NEW MESSAGE



Subject line: Request for Approval: 2026 ISPE Annual Meeting & Expo Attendance

Dear [Supervisor/Employer's Name],

I am writing to request approval to attend the 2026 ISPE Annual Meeting & Expo. This flagship ISPE event brings together pharmaceutical and biopharmaceutical professionals from across the industry to engage in critical discussions and explore the latest advancements shaping our field.

The conference features a comprehensive education program with cutting-edge technical sessions covering key areas such as sustainability, operations, supply chain, facilities, production systems, equipment, information systems, product development, quality systems, and evolving regulatory guidance. In addition, the Expo Hall offers an opportunity to preview emerging technologies, products, and services, while connecting with industry peers, global regulators, and solution providers.

This year's program is organized around several highly relevant tracks, including:

- **Digital, Data, and Decision Integrity:** Advancing Pharma 4.0™ through compliant digital technologies, AI/machine learning lifecycle governance, data integrity by design, and smart connected systems
- **From Breakthrough to Bedside:** Addressing the challenges of translating scientific innovation into scalable, manufacturable therapies across modalities such as biologics, ATMPs, mRNA, and radiopharmaceuticals
- **Governance, Risk, and Readiness:** Navigating regulatory expectations, inspections, and emerging technologies with a focus on compliance, quality, and global collaboration
- **People, Capability, and Workforce Development:** Building the skills and leadership needed for a digitally enabled, high-performing workforce, including human-AI collaboration and talent retention strategies
- **Systems That Deliver Reliably:** Integrating sustainability, facility design, manufacturing, and supply chain resilience with measurable outcomes in efficiency, emissions reduction, and product reliability

Attending this event will provide valuable insights into emerging trends, practical frameworks, and real-world case studies that are directly aligned with our organization's priorities. The opportunity to engage with industry leaders and regulators, as well as to explore innovative technologies, will help strengthen our approach to digital transformation, operational excellence, and long-term resilience. Following the event, I will share a concise summary of key takeaways and actionable recommendations with the team to ensure we maximize the value of this investment.

Thank you for your consideration.

Sincerely,

[Your name]

**Agenda is subject to change. Last-minute adjustments may occur due to functional, private, or organizational needs. The event organizer accepts no liability for any additional costs resulting from changes to the agenda.*

MAXIMIZE YOUR EXPERIENCE: PRE- AND POST-CONFERENCE PLANNING CHECKLIST

Make the most of your time at the 2026 ISPE Annual Meeting & Expo by setting clear goals ahead of the event and building an action plan to carry your experience forward.

BEFORE

- ☐ **Define Your Objectives**
Clarify what you want to gain—whether it's technical insights on emerging trends and regulatory updates, career growth through interactive workshops and sessions, or actionable strategies to apply within your team or organization.
- ☐ **Plan Your Agenda**
Review the agenda in advance and choose sessions that align with your personal and professional goals. Use the complimentary ISPE mobile app to build and manage your personalized schedule.
- ☐ **Set Networking Goals**
Identify the speakers, industry leaders, or peers you'd like to meet. Prepare talking points or questions that support your objectives and help spark meaningful conversations.

AFTER

- ☐ **Follow Up with Mentors and New Connections**
Send a thank-you message to those you connected with onsite.
- ☐ **Reconnect with Leads from the Expo Hall**
Follow up with exhibitors or contacts from the Expo Hall to explore next steps, whether it's a follow-up meeting, demo, or potential collaboration.
- ☐ **Highlight Your Experience on LinkedIn**
Connect with new contacts, share your experience, and highlight standout sessions or speakers. Include @ISPE and hashtags #ISPE #ISPE26AM to join the broader conversation.
- ☐ **Stay Engaged with the ISPE Community**
Keep the momentum going by actively participating in ISPE. If you're not already a member, consider joining to access a global network of professionals. Explore ISPE Communities of Practice, connect with your local ISPE Affiliate or Chapter, engage with technical and professional communities like ISPE's Women in Pharma, or volunteer to contribute your expertise and stay involved year-round.
- ☐ **Watch on Your Time**
Enjoy 90 days of access to every session via the on-demand platform.



Whether face-to-face or screen-to-screen, the value of the 2026 ISPE Annual Meeting & Expo is unmatched.

Take this opportunity to learn, network, and stay ahead in a rapidly evolving industry.

REGISTER NOW

