Hi [Manager Name],

I would like to attend the AUTM 2020 Annual Meeting on March 8-11, 2020, in San Diego, California. This event is the year’s leading technology transfer focused conference. This will not only further my professional development but also advance our department and organization as a whole. I will have the opportunity to learn best practices and new strategies from seasoned veterans from around the world to make [insert organization name] more successful and better connected to key stakeholders.

**AUTM Annual Meeting Benefits**

* **Finding Real Solutions to Our Biggest Challenges.** With more than 90 sessions focused around 11 content tracks, the conference will teach me how to address licensing issues, maximize the efficiency of day-to-day operations, learn more about advocacy and global tech transfer concerns, bridge funding gaps and much more related to challenges here in our organization.
* **Meeting and Learning from the Trendsetters.** The AUTM conference speakers, attendees, and exhibitors are at the forefront of the profession. This is a great opportunity to find out how they stay ahead of the curve. We can apply those practices to [insert your organization name].
* **Networking.** The AUTM Meeting offers a robust partnering system. I’ll make new connections with peers and find out how they are managing common challenges. Additionally, I will meet potential partners, vendors, and others who could help us with [insert current issue you are dealing with].
* **Staying Relevant.** If we want to be and stay relevant, we must embrace, understand, and integrate new methods into our work. There is no better place to learn how to do this successfully than at the AUTM Annual Meeting in San Diego.
* **Inspiring Our Team.** I’ll take what I learn from the AUTM Annual Meeting and share it with our team. I’ll leave the conference with the tools and know-how to integrate new strategies into our office practices, which in turn will positively affect [organizations name’s] bottom line. Our registration fee includes recordings to all the sessions, which I can share with others in the office.

I’ve attached an outline of the sessions I plan to attend and the exhibitors I plan to visit. [attach session and exhibitor worksheet]

My projected costs for attending the Meeting are [insert cost from worksheet]. This includes registration, transportation, lodging, events, and meals. This estimate assumes that I register by the early bird deadline to receive a discount.

The AUTM 2020 Annual Meeting is one of the most cost-effective conferences of its size that is devoted to learning about technology transfer. Rather than having to attend multiple events throughout the year, this one will cover everything. I will bring back new ideas, best practices, and new solutions that we can implement right away. I will also develop an overview of my learning and actionable takeaways for the team so that we can all work together to move the office and [insert organization name] forward.

I hope you will consider my request and grant me approval to attend.

Thank you for your consideration.

Sincerely,

[Your Name]