Hi [Manager Name],

I would like to attend the AUTM 2019 Animal Health Partnering Forum on August 27-28, in Kansas City, Missouri. This event is a unique opportunity to network with industry partners and take an in-depth look at animal health. Among the highlights are presentations from our industry partners focusing on technological areas of interest and how to best work with their companies, short panel sessions dealing with technology transfer topics relevant to animal health, including therapeutics, vaccines and diagnostics and plenty of opportunities for one-on-one partnering. This will not only further my professional development but also advance our department and organization as a whole. I will have the opportunity to network with industry partners and learn from animal health experts to make [insert organization name] more successful and better connected to key stakeholders.

**AUTM Animal Health Partnering Forum Benefits**

* **Finding Real Solutions to Our Biggest Challenges.** This conference will teach me how venture capital firms and venture capital units deploy capital to accelerate technology development and invest in small companies, how innovations initially destined for human medicine found a home in animal health, how lessons learned from human medical research and animal health can benefit one another, how we can better leverage our interactions with the animal health industry, and much more related to challenges here in our organization.
* **Meeting and Learning from the Trendsetters.** The 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 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. Attending AUTM meetings is the best way to do this successfully.
* **Inspiring Our Team.** I’ll take what I learn from the 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.

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 2019 Animal Health Partnering Forum is one of the most cost-effective tech transfer conferences of its size. 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]