Hi [Manager Name],

I would like to attend the AUTM Eastern Region Meeting on September 11-12, 2023 in New York City. This event is the region’s primary technology transfer focused conference and is attended by more than 100 tech transfer leaders and industry partners. 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 to make [insert organization name] more successful and better connected to key stakeholders.

**AUTM Eastern Region Meeting Benefits**

* **Finding Real Solutions to Our Biggest Challenges.** With two days of education sessions the conference will help me to address licensing issues, maximize the efficiency of day-to-day operations, learn more about startups 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 Eastern Region Meeting in Boston by connecting with peers in our region.
* **Inspiring Our Team.** I’ll take what I learn from the AUTM Eastern Region 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 Eastern Region Meeting is one of the most cost-effective conferences of its size that is devoted to learning about technology transfer. 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]