Hi [Manager Name],

I would like to attend the AUTM 2023 Essential Course on October 4-6, in Kansas City, MO. This course is designed for technology transfer professionals with 0-3 years of experience who are responsible for invention evaluation, intellectual property management, marketing and license negotiations. I will have the opportunity to learn best practices and new strategies from seasoned experts to make [insert organization name] more successful and better connected to key stakeholders.

**AUTM Essentials Course Benefits**

* **Meeting and Learning from the Trendsetters.** The speakers and attendees 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 Essentials Course is being hosted during AUTM University, where four courses are hosted at one venue. I will make new connections with peers and find out how they are managing common challenges.
* **Staying Relevant.** If we want to be and stay relevant, we must embrace, understand, and integrate new methods into our work. Attending AUTM courses is the best way to do this successfully.
* **Inspiring Our Team.** I’ll take what I learn from the course 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.

My projected costs for attending the Professional Development Course 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 2023 Essential Course is one of the most cost-effective tech transfer 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]