Hi [Manager Name],

I would like to attend the AUTM 2019 TOOLS Course on September 9-11, in Oak Brook, IL. This course is designed for administrative professionals in a technology transfer office. The course will provide a fundamental understanding of technology transfer, patent and licensing processes, along with efficient ways to manage and utilize large volumes of information and data. 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 TOOLS 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.** 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.
* **Added Value.** AUTM TOOLS Course registrants may attend sessions from the concurrent Essential Course curricula, maximizing educational value for each attendee’s background, experience and interests, and broadening networking opportunities!

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

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 2019 TOOLS 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]