Hi [Manager Name],

I would like to attend the AUTM 2019 Western Region Meeting on September 19-20, in Seattle, WA. This event is the region’s primary technology transfer focused conference, attended by nearly 150 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 Western Region Meeting Benefits**

* **Finding Real Solutions to Our Biggest Challenges.** With more than 10 sessions focused around 5 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 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 Western Region Meeting 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]