Hi [Manager Name],

I would like to attend the AUTM 2021 Virtual Canadian Region Meeting on May 11-12. This event is the region’s primary technology transfer focused conference and is attended by more than 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 Canadian Region Meeting Benefits**

* **Finding Real Solutions to Our Biggest Challenges.** With two days of programming, the conference will teach me how to turn research achievements into commercial success, nurture entrepreneurship, learn more about success in a post-COVID world and much more related to challenges in Canada as well as 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.** Despite meeting virtually, 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.

The virtual format of the meeting means that I can attend the full conference and not miss any sessions. The attached schedule provides a detailed agenda for the program. [attach schedule-at-a-glance]

My projected costs for attending the Meeting are [insert cost from worksheet], the registration fee. This year we will save on transportation, lodging, events, and meals since the meeting is virtual. This estimate assumes that I register by the early bird deadline to receive a discount.

The AUTM 2021 Canadian Region Meeting is one of the most cost-effective tech transfer conferences of its size. I will discover new ideas, best practices, and 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]