**Requesting Approval to Attend Conference**

**Instructions:**

Use the points in the sample email below to emphasize benefits of attending the AIAA event for which you are requesting approval. Items in brackets are for the prospective attendee to edit. Highlighted text should be customized by the event.

**Sample Email Text:**

To:

Subject: Approval to Attend (AIAA forum name)

I would like to request your approval to attend (AIAA forum name and date). This event is a unique opportunity for me to gain knowledge and insight I need to solve daily challenges and to help me contribute to the overall goals of our organization.

AIAA forums provide unique opportunities for collaboration across the diverse, global aerospace community and provide rich networking opportunities that spark innovation and allow aerospace professionals to engage with each other about topics of mutual interest.

Although I understand there might be financial constraints in sending me to this event, I believe it will be an investment that results in immediate and longer term benefits. My objectives in attending this event are:

* **To increase knowledge in my discipline area and thus my contribution to the organization and enhance my performance to help the organization’s bottom line by sharing information and knowledge with you and our co-workers.**

[Cite specific sessions, education offerings, and other activities at the event that will allow you to do this.]

* **To network with my peers from all over the world to share information, learn how they are solving similar problems, and collaborate to find innovative approaches.**

[Point out that the event offers a number of networking opportunities—both with the entre audience and with communities of similar interests.]

* **To learn aspects of our industry of which I am not very familiar.**

[Cite keynote and panel sessions and the visiting vendors/suppliers in the exposition.]

(Name of AIAA forum) would be a valuable experience for me and one that would benefit our organization. If I register by (insert onsite registration date), I will save up to $ (insert amount saved) on my registration fee. I hope you support my attendance.

Thank you for your consideration.