**Justification Letter for Industry Participant:** Please modify this letter as you see fit for your individual case. The registration fees can be found on the Registration page <hyperlink to conference>.

Dear <supervisor's name>,

I would like to attend the <conference name> in <conference location> on <conference dates>. The conference brings together researchers to advance <one sentence summary about conference>.

This year, the conference highlights the following topics:

* <bullet points of topics>

The conference will feature a Keynote talk by <name of speaker>, who does cutting edge research in the field of <field>, and some of his/her work/papers relate to <specific topic attendee is looking into>. This conference will give me the opportunity to network with other professionals in the industry, as well as leading researchers in academia. These interactions will allow me to further my knowledge regarding the new research and innovations in <insert topic>, as well as to see how other companies in the <specify> industry implement these new innovations successfully.

Since my paper was accepted for an oral/poster presentation, I will also be able to share my ideas with leading researchers and exhibitors. Having my work viewed by a larger audience would help to promote my research, as well as raise awareness of <the company’s> contribution to the fields of <fields the company and conference contribute to>, to members of the industry and scientific communities. The information that I will obtain from this conference will be valuable and could be applied to <company name>’s activities, so it is a worthwhile investment for the future.

In order to attend the Conference, I am requesting funding for the following:

Roundtrip Airfare: <$xxxx>

Transportation: <$xxxx>

Conference Fee: <$xxxx>

Accommodation: <$xxxx>

Meals: <$xxxx>

The total costs associated with attending this conference are: <$xxxx>.

Please note that the full cost of the conference is <$xxxx> but will be reduced to <$xxxx> if registration is completed by <early bird registration deadline>.

The opportunity for me to meet with other members of industry and be exposed to a wealth of new information will help me to discover new innovations and ideas that could be applied to the work I am currently doing. Please let me know if you have any specific questions, and I would be glad to discuss more about the conference as well as its value to <insert name of company>.

<Your signature block here>

**Justification Letter for Academic Participant:** Please modify this letter as you see fit for your individual case. The registration fees can be found on the Registration page <hyperlink to conference>.

Dear <supervisor's name>,

I would like to attend the <conference name> in <conference location> on <conference date>. The conference brings together researchers to advance <one sentence summary about conference>. This year, the conference highlights the following topics:

* <bullet points of conference topics>

The conference will feature a Keynote talk by <name of speaker>, who does cutting edge research in the field of <field>, and some of his/her work/papers relate to <specific topic attendee is looking into>. This conference will give me the opportunity to network with other professionals in the industry, as well as leading researchers in academia. These interactions will allow me to further my knowledge regarding the new research and innovations in <insert topic>, as well as to see how other companies in the <specify> industry implement these new innovations successfully.

Since my paper was accepted for an oral/poster presentation, I will also be able to share my ideas with leading researchers and exhibitors. Having my work viewed by a larger audience would help to promote my research, as well as raise awareness of <the lab’s> research and contribution to the fields <fields the lab and conference contribute to>. The information that I will obtain from this conference will be valuable and could be applied to <name of lab>’s activities, so it is a worthwhile investment for the future.

In order to attend the Conference, I am requesting funding for the following:

Roundtrip Airfare: <$xxxx>

Transportation: <$xxxx>

Conference Fee: <$xxxx>

Accommodation: <$xxxx>

Meals: <$xxxx>

The total costs associated with attending this conference are: <$xxxx>.

Please note that the full cost of the conference is <$xxxx> but will be reduced to <$xxxx> if registration is completed by <early bird registration deadline>.

The opportunity for me to meet with leading researchers and be exposed to a wealth of new information will have a substantial impact on my research. Please let me know if you have any specific questions, and I would be glad to discuss more about the conference as well as its value to the <insert name of lab>.

<Your signature block here>