

ASIS&T Annual Meeting Template – Letter Requesting Support

Dear [Insert Name],

I would like to request approval to attend the 82nd ASIS&T Annual Meeting: Information...Anyone, Anywhere, Anytime, Anyway, 19-23 October 2019 in Melbourne, AU. The Annual Meeting provides an exclusive opportunity to personally interact with more than 500 global thought leaders in the field of Information Science and Technology. The event offers five days of hands-on, round-table exercises, panel discussions, and working groups. I will be interacting and observing from the best and the brightest industry leaders and researchers while also refining my technical and leadership skillsets. The conference agenda can be found at: asist.org/am19

As a member of the [academic/research/practicing etc.] community, I believe it is vital I attend this meeting because: [insert your bullets]

2019 ASIS&T Annual Meeting featured speakers include:

Mikaela Jade
Helena Teede

The following topics apply to my research and the work of our lab/organization [delete those that do not apply]:

Workshops/Tutorial:

- [Insert Session]
- [Insert Session]

Sessions:

- [Insert Session]
- [Insert Session]

There are also numerous other important speakers and topics from around the world and many opportunities to directly engage them. I want to be able to share and discuss [insert personal interest topic].

Traveling to Melbourne is more affordable than you might assume. I've attached a budget worksheet that outlines the anticipated costs. [If you cannot complete the budget worksheet, you can insert average costs from the ASIS&T cost analysis: The average cost for flight and 5-night stay is \$#### USD.] Of course, we will get the best prices by registering before the Early Bird deadline on 2 August 2019; booking the hotel in the discounted block; and registering as an ASIS&T member. If you are not a member you are missing out on amazing discounts to make your trip that much more affordable! Visit asist.org to join.

If you would like to discuss further, please let me know.

Regards,

[Insert name]

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