



2012 SNAME Annual Meeting & Expo
October 24-26, 2012
Providence, RI – Rhode Island Convention Center (RICC)

Justification Toolkit:
Sample Letter to Supervisor on Attending the Annual Meeting & Expo

< Date >

Dear < Supervisor's Name >,

I would like to attend the Society of Naval Architects and Marine Engineers (SNAME)'s 2012 Annual Meeting & Expo on October 24-26 in Providence, RI, the premier event in the industry. The conference will enable me to attend a number of technical sessions that are directly applicable to my work and will allow me to network with a variety of association experts and colleagues from around the world. Many of the presentations are tailored to the Naval Architecture and Naval, Marine and Ocean Engineering professions and provide current updates on the technology involved in our everyday projects. I am seeking sponsorship for the registration fee, travel expenses to the conference, and living expenses during the conference. A detailed cost breakdown is included below.

The expanded Technical Program includes four days of Technical Sessions starting with the Ship Operations Cooperative Program (SOCP) Fall Meeting, the newest Annual Meeting addition on Tuesday, October 23; the NSRP Ship production Symposium (SPS) will also start on the afternoon of Wednesday, October 24 through Thursday, October 25; and the SNAME papers and T&R sessions will run from Thursday through Friday/ The program also includes the four special panel sessions and a Young Professionals & 50-Year Member panel. Additionally, the Society offers four courses on Wednesday, October 24 and Pre-Annual Meeting Industry Courses on Monday and Tuesday, October 22-23.

After reviewing the conference brochure, I have identified a number of technical sessions which will allow me to gain knowledge and understanding necessary for my growth. The papers have been written and reviewed by industry experts, in association with academic scholars. The panel sessions further include experts serving as moderators and panelists discussing crucial topics in an open panel discussion. I chose each of these presentations because it is directly related to an issue we are dealing with in the currently.

Incidentally, I have only listed some of the papers/sessions/panel sessions that I will attend. I would also be happy to provide the full conference information for your review.

< You will need to insert the session descriptions which most apply to your responsibilities. >

< The numbers in brackets below will need to be adjusted to reflect the current pricing. All registration fees are listed below and can also be viewed online at <http://www.sname.org/2012AnnualMeeting>. The travel costs vary as well and should be changed to reflect your costs. >

If I register before the early-bird deadline on September 15, 2012, there is a \$100 savings. Included in my registration is:

Expo Hall, Expo Call Coffee Breaks, President's Reception, Technical Program, Panel Sessions, Business Session, Expo Hall Morning Breaks, Expo Hall Lunch, a CD ROM and printed version of Proceedings and online access to the technical papers

< select one fee >:

Early-bird Member: \$660

Early-bird Non-Member: \$860

Early-bird Under 32/Over 65 Member: \$560 >

< You will need to insert your travel cost numbers in here >

Here is the breakdown of conference costs:

Roundtrip Airfare: <\$xxxx>

Transportation: <\$xxxx>

Hotel: <\$xxxx>

Note: The special room block rates at the Westin Providence - \$169 Members/ \$121 Government Per Diem

Meals: <\$xxxx>

Conference Fee: <See above >

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

The opportunity for me to develop better contacts, gain knowledge in specific areas of **<your profession >** and further develop my career makes my attendance at the 2012 SNAME Annual Meeting & Expo a wise investment, which will yield rich dividends for **<name of your organization>**.

Sincerely,

<your name here>